SPRINGFIELD EDUCATION ASSOCIATION

BYLAWS

ARTICLE I - Name of Association

The name of the association shall be the "Springfield Education Association, Inc.," hereinafter referred to as "the Association."

ARTICLE II - Objectives

We the members of the Association in order to fulfill our responsibilities to society and to our profession do hereby adopt the following:

General Objectives:

a. To maintain and improve the quality of education for all.

b. To uphold high professional standards and to advance the socio-economic well-being of educators. To accomplish such other objectives as are permissible under the law and incidental to the objectives set forth herein.

ARTICLE III - Membership

Section l. Membership in the Association shall be classified as Active, Associate, Retired, or Honorary and shall be available to those who pay the yearly prescribed dues.

a. Active Members are those in Unit A as defined by the Contract (including all part-time teachers who pay at least one third (1/3) dues to NEA, MTA, and SEA) and who hold membership in the Association. New applicants for membership after August 31, 1965, shall hold a baccalaureate degree or higher and a certificate of eligibility to same from a proper certifying authority, where required or are qualified and approved as teachers by the Division of Occupation Education in the Massachusetts Department of Secondary and Elementary Education.

   The Association shall continue active membership to those members laid off due to reduction in force with reduction in dues of fifty (50) per-cent for NEA, fifteen percent (15%) for MTA, and fifteen percent (15%) for SEA. Such eligibility for active membership shall continue as long as such person s are eligible to be re-called or for one (l) year, whichever is longer.

b. Associate Members are those other persons interested in the advancement of the cause of education, who are not eligible for active membership. Applications for said membership shall be made in writing.

c. Retired Members are those former active or associate members who, upon retirement, maintain their membership. The annual dues of retired members shall be recommended by the Finance Advisory Committee for approval by the Executive Board.

d. Honorary Membership may be conferred on an outstanding friend of education by two-thirds (2/3) vote of the Elected Officers (Executive Board), two-thirds (2/3) vote of the Legislative Board (Building Representatives), and two-thirds (2/3) vote of the general meeting of the membership. The general meeting of membership must be given adequate prior written notification of the candidate and his/her qualities.

e. Active members shall also be members of the NEA and MTA.

Section 2. Active membership shall be continuous until the member transfers from the system and/or resigns from the Association, and/or fails to pay membership dues.

Section 3. Adherence to the MTA Code of Ethics of the Education Profession shall be a condition of continuing membership. According to procedures adopted by the membership, the Executive Board may suspend from membership or expel any member who has been found in violation of the Code of Ethics of the education profession. Before any member is suspended or expelled by the Association, the member must have a right to a hearing before the Executive Board. Any member suspended or expelled by the SEA Executive Board has a right to appeal to the Legislative Board, then the general membership. All preceding votes will be determined by simple majority. At least thirty (30) days written notice stating the reasons for suspension or expulsion of the member must be given to the member.

Section 4. Active members as defined in Section 1. a. of this Article III shall have the privilege of voting and holding the following offices in the Association: President, Vice President, Recording Secretary, Treasurer, and Eleven (11) At-Large Members. Retirees who are SEA/MTA/NEA members shall have the privilege of voting and holding the following office: One (1) Retired At-Large Member.

Section 5. The membership year for the Association shall be from July 1 to June 30.

a. Membership shall then be continued from year to year until death, retirement, or the member cancels their membership with a 60-day notice in writing. The current membership lists will be updated by December 31 of each year.

b. The Association shall submit annually to the Massachusetts Teachers Association, prior to July 1, a list of its officers and addresses, as well as a copy of the bylaws with any changes or amendments made in the preceding year.

Section 6. Any member of Unit A transferring from or duly employed by another MTA/NEA affiliated educational institution shall upon application become a member of the Association with all rights and privileges. SEA dues for said member will be prorated according to MTA Bylaws based upon date of hire to the Springfield Public School system.

Section 7. Agency fee payers are not members of the Association.

ARTICLE IV - Officers

Section l. The officers of the local association shall be the President, Vice-President, a Recording Secretary, Treasurer, and Eleven (11) At-Large Executive Board members, One (1) Retired At-Large Executive Board Member.

Section 2. Powers and Duties of Officers

a. The President

1) Shall be the full-time Executive Officer of the Association and be charged with carrying out the policies of the Association and shall be paid according to his/her status on the schedule in the Contract.
2) Shall preside at meetings of the Executive Board, Legislative Board and the general membership.
3) Shall appoint or remove the chairperson of all committees with the approval of the majority of the Executive Board (except as otherwise stated in these bylaws).
4) Shall confer with the chairperson on the appointment of committee members.
5) Shall choose eleven (11) members to serve as a negotiating team (bargaining team) divided equally to reflect as nearly as possible a cross section of the membership. The Negotiating Team must be approved by a 2/3 vote of the Executive Board.
6) Shall serve as the official spokesperson of the Association or appoint a designee.
7) Shall report the progress of the Association at all the general membership meetings, Legislative Board, and Executive Board meetings.
8) Shall have on hand his/her copy of bylaws at all meetings.
9) Shall perform all other functions usually charged to this office.
10) Shall be coordinator of membership services and liaison of services of the MTA and NEA.
11) Shall be a delegate to the Pioneer Valley AFL-CIO Central Labor Council.
12) Shall be an automatic delegate to the MTA Annual Meeting and the NEA-RA.

b. Vice-President

1) Shall assume the duties of President in his/her absence, or when the Presidency becomes vacant prior to the completion of a term. This shall continue until a special election can be held.
2) Shall serve as Assistant to the President and shall meet weekly with the President to be aware of Association business.
3) Shall serve as liaison between the committees (except the negotiating committee) and the Legislative Board and report on committee progress to the President and the Executive Board.
4) Shall act as liaison between the Association and the MTA Director, MTA Executive Committee Member, and NEA Board Member representing Springfield.
5) Shall become a member of the Executive Board and Legislative Board, and be in attendance at General Membership Meetings.
6) Shall be Chairperson of the Scholarship Committee.
7) Shall have on hand his/her copy of bylaws at all meetings.

8) Shall perform all other functions usually charged to this office.
9) Shall be Chairperson of the Finance Advisory Committee.
10) Shall be a delegate to the Pioneer Valley AFL-CIO Central Labor Council.
11) Shall be an automatic delegate to the MTA Annual Meeting.

c. Recording Secretary

1) Shall keep accurate records of all Executive Board, Legislative Board and General Membership meetings. Such minutes shall be filed at the SEA office and available to all members. Minutes will be typed and sent electronically to the SEA office within five (5) days.
2) Shall keep accurate attendance records of all Executive Board Meetings to be printed in the April newsletter in an election year and in the June newsletter in non-election years.
3) Shall be a member of the Executive Board, Legislative Board and shall attend the General Membership Meetings.
4) Shall perform all other functions usually charged to this office.
5) In the event the office of Recording Secretary remains vacant after an election, the Executive Board will seek potential applicants, review the applications and make recommendations to the Legislative Board who will vote to elect an interim Recording Secretary.
6) Shall be an automatic delegate to the MTA Annual Meeting.

d. Treasurer

1) Shall hold the funds of the Association and disburse them in accordance with budgeted authorization.
2) Shall be bonded
3) Shall meet with the bookkeeper weekly and report to each meeting of the Executive Board, Legislative Board and the General Membership.
4) Shall bring to the Executive Board for approval all disbursements of over five hundred dollars ($500) other than utilities, telephone, rent, salaries and stipends.
5) Shall keep the President, the Executive Board, Legislative Board, and General Membership informed of the financial condition of the Association.
6) Shall become a member of the Executive and Legislative Boards and shall act as consultant to the Finance Advisory Committee.
7) Shall attend the General Membership Meetings.
8) Shall meet with the bookkeeper to review the annual audit at the end of each fiscal year. The audit must be done by an independent agency. The contents must be reported (available) to the Executive and Legislative Boards and the general membership.
9) Shall be authorized to sign checks and 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.
10) Shall perform all other functions charged to this office.
11) In the event the office of Treasurer remains vacant after an election, the Executive Board will seek potential applicants, review the applications and make

recommendations to the Legislative Board who will vote to elect an interim Treasurer.

12) Shall be an automatic delegate to the MTA Annual Meeting.

e. Eleven (11) At Large Members and one (1) Retired At Large Member

1) Shall be members of the Executive Board and the Legislative Board.
2) May be appointed by the President to represent the Association on various committees.
3) The retired at-large member of the Executive Board shall make school visits, provide school visit feedback to the Executive Board and participate in activities for the purpose of union organizing and chair the SEA Retiree Committee.
4) Shall be an automatic delegate to the MTA Annual Meeting.

Section 3. Terms and Succession
The officers shall serve a two-year term and may run for re-election.

Section 4. New officers shall assume office on July l of each election year. To insure a smooth changing of the Executive Boards, all new members shall attend all June meetings of the Executive and Legislative Boards.

Section 5. Association Representatives (Building Representatives or Legislative Board members) will be elected in the time period of the start of school through the second week of October and take office upon election.

ARTICLE V - Executive Board

Section l. The Executive Board shall consist of four (4) officers, eleven(11) members at large and one (1) retired member at large. They shall be elected by the general membership. The Board shall be the executive authority of the Association: President, Vice-President, Treasurer, Recording Secretary, and twelve (12) Members-at-Large.

Section 2. Powers and Duties of the Executive Board

a. Within bylaws established by the general membership, the Executive Board shall develop policies of the Association with input from the membership and recommend them to the Legislative Board for adoption. When deemed necessary by the Legislative Board, the policy shall be brought to the general membership for adoption.

b. Shall approve or amend and recommend an annual budget to the Legislative Board no later than the May meeting.

c. When necessary, shall approve or amend line-item adjustments to the adopted budget.

d. Shall have the power to employ a staff for the efficient management of the Association and adopt personnel policies for this staff. Such policies will become part of the job description.

e. Shall establish/abolish ad hoc committees with a two-thirds (2/3) vote of approval.

f. If an At Large Member of the Executive Board member or Officer resigns between the time of election and the time his/her term commences or expires, the office shall go to the next highest vote person. An appoinh. tment shall be made if there is no person in that position of next highest vote. An Executive Board/Legislative Board member (see Article 6 section 3 c) will be expected to attend at least 80% of all scheduled Executive and Legislative Board meetings. If a board member's attendance is less than 80%, stipend will be reduced proportionately. If a board member is representing the SEA or Executive Board at an approved Association function, it will not count as an absence provided a form is filled out and submitted to the Executive Board for approval. Unusual circumstances will be reviewed on a case–by-case basis. There shall be an attendance sheet for Executive Board members at all Legislative Board meetings.

g. Anyone holding a State or National office can sit on the board as a non-voting member.

h. The immediate Past President with active or retired membership may serve on the Executive Board as a non-voting member.

i. Shall establish accountability requirements for the MTA and NEA Annual Meeting delegates prior to the call for self-nominations. The previous year's accountability requirements shall be reviewed and revised annually, if necessary.

j. The retired at-large member of the Executive Board shall make school visits, provide school visit feedback to the Executive Board and participate in activities for the purpose of union organizing and chair the SEA Retiree Committee.

k. Shall be an automatic delegate to the MTA Annual Meeting.

ARTICLE VI Legislative Board/Association Representatives/Building Representative

Section 1. The President shall set the Legislative Board agenda.

Section 2. Powers and Duties of the Legislative Board

a. The Legislative Board shall meet monthly with scheduled dates set by the Executive Board or by request of twenty Association Representatives.

b. The Legislative Board will vote whether or not to adopt or amend general policy recommended by the Executive Board.

c. The Legislative Board shall implement general policy.

d. Shall approve or amend the Executive Board's recommended budget.

Section 3. In each public school in Springfield, faculty members in good standing of this Association shall elect for a term of one (l) year one association representative for each fifteen members.

a. There shall be at least one Representative from each building or identifiable membership unit not housed in building.

b. Association Representatives (Building Representatives or Legislative Board members) will be elected in the time period of the start of school through the second week of October and take office upon election.

c. Eleven (11) Executive Board Members-at-Large and one (1) retired member at large will be members of the Legislative Board.

Section 4.

a. Association Representatives shall attend the regular meetings of the Legislative Board.

b. After excessive absences, the President may declare the seat vacant and call for an election to fill the remainder of the term.

c. There shall be an attendance sheet at all Legislative Board meetings for Association Representatives to sign.

Section 5. The Association Representative shall be responsible for distributing Association communications to the members in their buildings, for keeping their members informed of the policies of the Legislative Board.

a. The Association Representative shall act as the liaison between the Association and building members.

b. The Association Representative shall assist Unit A members in the initial steps of the grievance procedure.

c. The Association Representative shall have a vote in all areas of the Legislative Board and can recommend policies.

ARTICLE VII - ELECTION OF DELEGATES

Section l. Any Active member is eligible to be a candidate for office or delegate to the MTA, NEA Annual Meeting.

a. Each candidate must be nominated and elected according to regulations set by the Springfield Education Association, the Massachusetts Teachers Association, and/or the National Education Association.

b. The Association shall submit to the Massachusetts Teachers Association and/or the National Education Association a list of names and addresses of such delegates.

c. Number of delegates depends on the MTA, NEA allotment.

d. Prior to the self-nomination process, all rules, regulations, job outline and accountability standards must be posted.

e. The President, the Vice President, and the MTA Senate District Coordinator(s) (LPAT) who are SEA members will be delegates to the Pioneer Valley AFL-CIO Central Labor Council by virtue of their office. The remaining delegates will be recommended for appointment by the SEA President to the SEA Executive Board. The SEA Executive Board will confirm the appointees to be recommended to the SEA Legislative Board for appointment.

ARTICLE VIII - MEETINGS

Section l. Executive Board

The Executive Board shall meet at least monthly during the school year on a schedule to be determined by the Executive Board. One third (1/3) of the members of the Executive Board may request additional meetings.

Section 2. Legislative Board

a. The Legislative Board (Association Reps.) shall meet at least once a month with scheduled dates to be set by the Executive Board in August for that school year, September to June.

b. The record of attendance, by school, at these meetings will be published in the June newsletter each year.

Section 3. General Membership Meetings

a. There shall be at least five (5) general membership meetings each year between September and June. The dates shall be determined by the Executive Board at the August meeting for the upcoming school year.

b. The April membership meeting will be designated the Annual meeting.

c. The Executive Board shall prepare an agenda for each meeting and circulate it to all members so that the members will have time to discuss it prior to the meeting.

Section 4. Special Meeting

Special meetings of the general membership may be held at the call of the President or upon written request to the Executive Board by one hundred (100) members. Said meeting must be held within 30 days. 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 at least ten days prior to the meeting. Business shall be confined to these items.

Section 5. Quorum

a. The majority of the members shall be a quorum for the Executive Board and all SEA committees. The quorum for the Legislative Board will be representation from a majority of buildings.

b. A quorum for general membership meetings shall be 40 Unit A SEA members.

ARTICLE IX - COMMITTEES AND COUNCILS

Section l.

a. Committees shall be established as necessary to carry out the business of the Association.

b. Committee and Council chairpersons will be appointed and removed by the President with the concurrence of the Executive Board except Negotiations Chairperson.

c. All members' names must be posted at SEA office.

Section 2. Organization

a. There shall be the following standing committees: Negotiation Committee, Superintendent's Committee, Public Relations Committee, Elections Committee, Sick Bank Committee, The Committee of Political Education, Grievance Committee, Finance Committee, Professional Development Committee, Bylaws Committee, Citywide S.C.D.M. Committee, Meline Kasparian, Peter Dupuis and Joan Cormack Scholarship Committee, Retiree Committee, and Membership/New Teacher Committee, and ALANA Committee.

b. The Finance, Negotiations, and Superintendent Committees shall be composed of a cross section of the membership.

c. Each committee may organize from the membership of the Association special sub committees and task forces for specific activities subject to the approval of the President.

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. 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 that 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 offices 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.

Section 3. Meetings
Each standing committee shall meet regularly according to a calendar developed by the Committee. Special meetings may be called by the Chair.

Section 4. Reports
The committee chair shall present a report to the Vice President prior to the first Executive Board meeting of each month. This report may be shared with the Executive Board, Legislative Board, and/or General Membership.

Section 5. Titles and Duties

a. Negotiating Team
    1) Shall consist of the President and eleven members, representing a cross section of the membership, appointed by the President, and approved by a two-thirds (2/3) vote of the Executive Board.
    2) The Negotiating Team's Chairperson and Secretary, whose precise and detailed notes shall be kept in a bound notebook and filed in a locked cabinet in the SEA office, shall be appointed by the President.
    3) Shall negotiate with the School Committee through its representatives.
    4) Shall solicit from the membership proposals for contract changes.
    5) Upon reaching tentative agreement on all matters under negotiation, the team shall prepare and submit its report and recommendations to the membership so that the members will have time to discuss it prior to a ratification meeting.

b. Superintendent's Committee
    1) Shall meet with the Superintendent at least once a month.
    2) The number of members to be determined by the Agreement and appointed by the President to represent a cross section of the membership.

c. Public Relations Committee
    Shall develop public understanding and programs of the Association for
    1) The edification of the membership and
    2) community at large.

d. A Newsletter shall be published by the Association at least eight times a year and shall be called the *Springfield Teacher*.
    1) The April newsletter shall publish the attendance record of the Executive Board.
    2) The newsletter shall publish in June the attendance record of the Legislative Board by school.

e. Elections Committee
    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.
4) The Elections Committee shall be responsible for conducting annual elections and for meeting the requirements of special elections. 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 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.

f. Sick Leave Bank Committee

The number of members and procedure of this committee shall be determined by the collective bargaining agreement between the Association and the Springfield School Committee.

g. Committee of Political Education (COPE formerly known as PAC)

1) It shall be the responsibility of this committee to study the rulings of the School Committee and legislation before the City Council and develop activities in the

support of desirable legislation. It shall also be the responsibility of this committee to study candidates for all local offices (mayor, city council, school committee) and to inform the membership of all information gathered.

2) It shall be the responsibility of this committee to study legislation before the state legislature and develop activities in the support of desirable legislation. It shall also be the responsibility of this committee to study candidates for state offices and to inform the membership of all information gathered.
3) Federal Legislation
   It shall be the responsibility of this committee to study legislation before the Federal Congress and develop activities in the support of desirable legislation. It shall also be the responsibility of this committee to study candidates for Federal offices and to inform the membership of all information gathered.
4) Citizenship It shall be the responsibility of this committee to educate members on civic rights and responsibilities of teachers and to develop programs that will encourage civic participation.

h. Grievance Committee
   1) Shall consist of a chairperson and six (6) members appointed by the President.
   2) Shall defend and protect the working rights of the bargaining unit members.
   3) Shall develop Association positions on all matters pertaining to rights of Association members especially academic freedom, professional and personal leaves, administrative discipline and dismissal, and grievance procedures; and shall compile data for the support of such positions in negotiations.

i. Finance Advisory Committee
   1) Shall consist of two (2) members of the Executive Board, elected by the Executive Board, two (2) members of the Legislative Board, elected by the Legislative Board, and up to five (5) members at large, appointed by the President with approval of the Executive Board.
   2) The Finance Advisory Committee shall prepare a yearly line item budget to be recommended to the Executive Board in preparation of the budget by the first meeting in May.
   3) Shall review Association finances at least twice a year and shall make recommendations for budgetary adjustments to the Executive Board.

j. Professional Development Committee
   1) Shall consist of a chairperson appointed by the President and members representing a cross section of the membership.
   2) Shall develop the professional development guidelines of the Association.
   3) Shall promote professional development among the Association members by encouraging members to attend professional development conferences and workshops and by disseminating information about professional development conferences and workshops through the *Springfield Teacher* and periodic postings.

4) Shall oversee and keep records of all professional development reimbursements to its members.
5) Shall plan the professional development days in collaboration with the Superintendent as specified in the Collective Bargaining Agreement.

k. Bylaws Committee
1) Shall consist of the Executive Board and up to three volunteers from the general membership that will annually review the Bylaws every January for suggested changes.
2) Shall solicit bylaw amendments from the membership.
3) Shall review, edit, and recommend proposed bylaw amendments.
4) Shall write an impact statement for each proposed bylaw amendment.
5) Shall notify membership of proposed bylaw amendments.

l. City-Wide School Centered Decision-Making Team
1) Shall meet with other constituent members of the City-Wide S.C.D.M. Team as scheduled.
2) Shall consist of the President of the Association and two (2) members appointed by the President.
3) Shall provide guidelines to be a resource for the S.C.D.M. teams.
4) Shall conduct an annual orientation program for all S.C.D.M. Team members to explain the theory and practice of school-based management teams.
5) Shall provide training in the skills, (e.g. team building, consensus building) that are necessary to develop and implement effective S.C.D.M. teams.

m. Scholarship Committee (Meline Kasparian, Peter Dupuis and Joan Cormack)
1) Shall consist of the Vice President as Chairperson.
2) Shall consist of up to five members appointed by the President and approved by a two-thirds (2/3) vote of the Executive Board.
3) Shall publish the deadline for scholarship applications in the *Springfield Teacher* to notify membership of availability of the Meline Kasparian and Joan Cormack Scholarships. Deadline will be in the spring.
4) Shall mail applications to counselors at SAFE sites notifying them of availability of Peter Dupuis scholarship and deadline. The deadline will be in the spring.
5) Shall read and review all submitted applications.
6) Shall select scholarship recipients (number allowed according to budget).
7) Shall award the scholarships at the May Legislative Board meeting.

n. New Teacher Committee
1) Shall work with the President to advance membership.
2) Shall prepare materials for and attend hiring sessions during the summer.
3) Shall organize activities for new teachers
4) Shall work on new teacher issues.
5) Shall be advocates for new teachers.

o. ALANA Committee
    1) Shall work with the President to advance membership of Educators of Color.
    2) Shall work to address issues that are specific to ALANA members, including working with the School Committee and Superintendent.

Section 6. Special Committees
Each year the President may appoint such other special committees or councils as may be necessary and shall discharge them upon completion of their duties.

ARTICLE X - Rules and Procedures

Section l. Robert's Rules of Order shall be the parliamentary authority of the Association and be available at all Executive Board, Legislative Board and General Membership meetings.

Section 2. The President at his/her discretion may appoint a parliamentarian.

Section 3. The membership year and the business year shall be July 1 to June 30 each year.

ARTICLE XI - The Amendment Process

a. These Bylaws may be amended by a majority vote of the members present and voting at the Annual membership meeting of the Association. In the instance of a complete bylaw revision, copies of the proposed changes will be posted and accessible in the buildings two weeks prior to the bylaws meeting:
    1) provided that there is a quorum of forty (40) Unit A members
    2) provided that copies of the proposed amendments have been sent to all members of the Association at least two (2) calendar weeks in advance of the general membership meeting
    3) and provided that notice of the proposed amendments has been given at a previous meeting

b. Proposed amendments to the bylaws, to be acted upon at the Annual Meeting (see Article VIII, Section 3.b.) of the Association, shall be submitted in writing prior to 5:00 p.m. on January 15 to the Committee on bylaws. For consideration, all proposed amendments must be submitted on the approved SEA template available electronically.

c. Proposed amendments to the bylaws, submitted by individual members, shall be reviewed and, if necessary, combined and/or edited without substantive change by the Bylaws Committee and then submitted to the membership at the Annual Meeting.

d. The Bylaws Committee shall, within 30 days of taking action on a proposed amendment, issue a report of its action to the submitter of the amendment.

e. Prior to the January deadline, the committee will make a reasonable effort to assist interested members in achieving their intent so that proposals are legally worded and are consistent with other sections of the bylaws.\

f. A call for Bylaw amendments will be printed in the *Springfield Teacher*.

g. The Bylaws Committee shall recommend to the Annual Meeting procedures for consideration of amendments to the bylaws.

h. Unless otherwise specified, all amendments to the bylaws affirmatively adopted by the membership shall take effect on the first day of the fiscal year next following.

i. All bylaws must be in accordance with MTA-NEA bylaws.

ARTICLE XII - Savings Clause

If any provision in these bylaws is or shall at any time be contrary to law, then such provision shall not be applicable, or performed, or enforced, except to the extent permitted by law. In the event any part of these bylaws are found contrary to any law or legal statue, all other parts shall continue in force.

ARTICLE XIII - Internal Grievance Procedure

a. A member of the Executive Board or Legislative Board may be removed during the term of office for cause after notice and hearing.

b. Removal proceedings shall be heard only by the SEA Hearing Committee, which
   1) shall be comprised of seven (7) members representing a cross section of membership appointed by the President and approved by the Executive Board.
   2) Only active SEA members shall be eligible to serve on this committee.
   3) No member of this committee shall hold other appointed positions or elected office in the Association (such as Committee Chairs, Executive Board, Legislative Board members).

c. Removal petitions must be set forth to the Hearing Committee with the specific nature of the conduct for which removal is sought.

d. All decisions of the Hearing Committee on removal proceedings shall be in writing ;shall state whether a petition for removal has been approved or dismissed; shall make findings of fact in support of its decision; shall state the vote on such a petition; and shall be signed by all members of the Hearing Committee who voted on this petition.

e. The Affirmative vote of (5) members of the Hearing Committee shall be required to remove any member from Executive Board or Legislative Board If a petition for removal is approved by the Hearing Committee, the person sought to be removed may appeal the decision to the Legislative Board. The Legislative Board shall have the jurisdiction to review the procedure followed by the Hearing Committee. The Affirmative vote of two-thirds (2/3) of the Legislative Board shall be necessary to reverse a decision by the Hearing Committee in favor of removal and, the petition shall, thereupon, be remanded to

the Hearing Committee for proper action consistent with the Legislative Board decision and these bylaws. This shall be noted on and attached to the original.

f. If a petition for removal is denied after a hearing by the Hearing Committee, there shall be no right of appeal to the Legislative Board and the person sought to be removed shall remain in office. This shall be noted and attached to the original.

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