

# Constitution and Bylaws of the Springfield Teachers' Association

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# Springfield Teachers’ Association Constitution

## Article I – Name

The name of this non-stock, non-profit corporation shall be Springfield Teachers’ Association, Inc. and shall be incorporated under the laws of the State of Vermont.

## Article II – Purposes

### *Section 1*

- a. To promote within the teaching group the highest type of professional practices.
- b. To encourage active participation of all teachers in the solution of school problems.
- c. To urge every member of the profession to be a continuing student of education.
- d. To arouse allegiance to a genuine spirit of professional ethics.

### *Section 2*

- a. To encourage higher qualification for entrance into the teaching profession.
- b. To promote teacher participation in school management.
- c. To promote the general welfare of the individual teacher.
- d. To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave and other working conditions necessary to support teaching as a profession.
- e. To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of School Directors and other legal authorities.
- f. To hold property and funds and to employ a staff for the attainment of these purposes.

### *Section 3*

- a. To cooperate with civic bodies having education objectives and to aid in interpreting to the public the problems, the functions and the steady progress of the public school.

b. To develop good fellowship by providing social and recreational activities for its members.

## **Article III – Membership**

### *Section 1 – Eligibility of Membership*

a. Membership shall be open to any person eligible to be a member of the bargaining unit according to the statutes of the State of Vermont.

### *Section 2 - Term of Membership*

Membership shall be continuous until the member leaves the school system, resigns from the association, or fails to pay membership dues. A member may resign from the association by presenting their intent to do so in writing to the Representative Council between June 1st and June 15th of any year.

### *Section 3 - VT-NEA and NEA Membership*

Members shall also be members of the Vermont-National Education Association, (VT-NEA) and the National Education Association (NEA).

## **Article IV – Governance**

### *Section 1 - Officers*

The elected officers of the association shall consist of a Secretary, a Treasurer, a Vice-President, and either a President or two Co-Presidents.

### *Section 2 - Representative Council*

The executive authority of the Association shall be a representative body known as the Association Representative Council. It shall consist of (a) the four or five elected officers, (b) two elected representatives at large, one from elementary (K-5) and one from secondary (6-12 including the RVTC), (c) four elected representatives from the

high school (d) three elected representatives from Riverside, (e) an equal number of representatives from the two elementary schools based on the apportionment of licensed teaching faculty at each school and including EEE staff with Elm Hill School, with a minimum of one per school and a maximum of 6 from the K-5 representative group, and (f) two elected representatives from the technical center.

### *Section 3 - Executive Board*

There shall be an Executive Board to deal with the emergency issues that might arise between regularly scheduled representative council meetings. It will consist of the president or presidents, the vice president, and four members elected from the Association Representative Council. Actions of the Executive Board will be reported to the Association Representative Council. Four members of the Executive Board will constitute a quorum for meetings of the Executive Board.

## **Article V – Amendments**

This Constitution may be amended at a general membership meeting by a two-thirds vote of those present and eligible to vote, provided, however, that a written notice of the proposed Constitutional change shall have been given to the members at least ten (10) days in advance of the meeting.

# Springfield Teachers' Association Bylaws

## **Article I – Meetings**

### *Section 1 - General Membership Meetings*

There shall be at least three general membership meetings during the year at such times determined by the Association Representative Council. All members present at such meetings are eligible to vote.

### *Section 2 - Calling and Warning Meetings*

A general membership meeting shall be called by the Secretary at the request of a President or any ten members of the association. Seven days' notice must be given to the membership before a general membership meeting.

### *Section 3 - Representative Council Meetings*

Meetings of the Association Representative Council shall be called by the Secretary at the request of the President, any three of its members, or any ten members of the association. Representative Council meetings shall be open to all members. Only Representative Council members are eligible to vote in Representative Council meetings. Representative Council members may vote in Representative Council meetings in person or by other means of communication (by telephone, for instance).

## **Article II – Quorum**

A quorum for any general membership meeting shall be defined as those members present at any properly warned meeting. A quorum for any Representative Council meeting is one-third of its members present at any properly warned meeting.

## **Article III – Elections**

### *Section 1 - Officers' and Representatives' Elections and Terms*

The association shall hold regular elections for officers and representatives to the Representative Council in the month of April. Regularly elected officers' and representatives' terms shall last one year, beginning on June 1st. Through normal democratic procedures, the representative council may call for an election outside of the month of April. Representatives or officers elected by this method shall have terms that expire on June 1st, even if this is less than a year.

### *Section 2 - Conducting Elections*

The election of officers and representatives shall be determined by simple plurality of members eligible to vote. Only members in the constituency of the representative position are eligible to vote in its election. Elections shall be by written ballot.

### *Section 3 - Contract Ratification*

The ratification of new collective bargaining agreements shall be by a majority vote of the members of the affected Association Unit(s) present and voting at a meeting called especially for such purpose. Voting will be by written ballot.

## **Article IV – Finance**

### *Section 1 - Determination of Dues*

The annual dues shall be payable by November 1<sup>st</sup> or by payroll deduction as agreed with the Board of School Directors or by deferred payment as may be determined by the Association Representative Council.

### *Section 2 - Dues Payment*

The annual dues shall be payable by November 1st or by payroll deduction as agreed with the Board of School Directors or by deferred payment as may be determined by the Association Representative Council on an individual case-by-case basis.

## **Article V – Duties of the Officers and the Association Representative Council**

### *Section 1 - Duties of the Presidents*

The president shall supervise the affairs of the Association and perform such other duties as pertain to the office of President. The president shall submit an annual report to the membership that includes a summary of the Associations' actions in the past year. A president shall preside at meetings of the Association and of the Association Representative Council.

### *Section 2 - Duties of the Vice President*

The Vice President shall perform the duties of the President during the absence of the President or at the request of the President.

### *Section 3 - Duties of the Secretary*

The Secretary shall keep a full and accurate record of all business transacted by the Association and by the Association Representative Council. S/he shall keep a list of the officers, directors, delegates, members of committees, and the members with their addresses. S/he shall conduct the correspondence of the Association, preserve its documents, and provide the Secretary of Vermont-NEA with such information as may be required. The Secretary shall also act as the Clerk of the corporation.

### *Section 4 - Duties of the Treasurer*

The Treasurer shall be the custodian of the funds of the Association. The Treasurer shall keep an accurate record of all receipts and disbursements, shall pay bills after they have been approved by the President, and shall collect dues. The Treasurer shall submit a detailed accounting of the Associations' income and expenditures for the past fiscal year to the Representative Council by June 1st.

### *Section 5 - Duties of the Representative Council*

The Association Representative Council shall have the General management of the Association between meetings.

## *Section 6 - Duties of Association Representatives*

The Association Representatives shall be responsible to attend Association Representative Council meetings or provide an alternate, be the first contact between the general membership and the Grievance Committee, actively participate in the membership drive, conduct building meetings in conjunction with Association Representative Council meetings, serve and encourage committee participation among members, and distribute Association materials and information.

## **Article VI – General Committees**

### Section 1 - Appointment of Committees

The Association Representative Council shall appoint and empower all committees as it deems necessary. Committees shall elect one or two chairpersons to supervise the affairs of the committee and be the primary point of contact between the Representative Council and the committee. The Representative Council may regulate the conduct of committee meetings.

## **Article VII - Administration of the Sick Bank**

### Section 1 - Sick Bank Committee

There shall be a committee to administer the members' sick bank. The Sick Bank Committee shall be responsible for the general administration of the sick bank.

### Section 2 - Processes for the Use of the Sick Bank

To be granted time from the sick bank, a petitioning teacher and Sick Bank Committee shall follow the following procedure:

- 1) The member must contact the central office business office to confirm the number of sick days s/he has accumulated. The member's individual account of sick days must be exhausted before Sick Bank days can be accessed. The member must provide written confirmation from the Springfield School District that sick days have been exhausted.
- 2) The member makes an initial request informing the committee of possible upcoming need, including approximate length and/or dates of absence. As examples, provide the due date in case of pregnancy or the scheduled date of a surgical operation, etc.

- 3) After review of the initial request, the Sick Bank Committee will send a written response verifying that the request has been received. (A member may plan a medical absence for a general time before the specific dates have been established. The member puts in an initial request to inform the Sick Bank Committee of the impending need.)
- 4) When specific details of the absences are known, make a request in writing. The request should include:
  - a) Dates of absence and the date Sick Bank days will begin (please see Springfield STA CBA language above).
  - b) Physician's statement that states the date that leave will begin, a projection of when he/she will be able to resume his/her responsibilities, and a summary of care (please see Springfield STA CBA language above).
  - c) The number of days requested must not exceed the number of days recommended by the physician's statement; must not exceed 20 days per application.
- 5) If the doctor-approved leave extends beyond 25 days, the member must repeat the request process. An additional doctor's note will be required if the original leave is extended.
- 6) No more than 60 days will be granted per member per year. Individual cases may be reviewed by the Sick Bank Committee. **The Sick Bank Committee reserves the right to extend a member's use of the sick bank beyond 60 days.**
- 6) Requests will be granted on a first-come, first-served basis.
- 7) For denied requests to utilize the STA administered sick bank, the member may appeal to the Association's Representative Executive Council.

## **Article VIII – Delegates**

Delegates to the Vermont-NEA Representative Assembly and the NEA-RA shall be selected as consistent with NEA and Vermont-NEA bylaws.

## **Article IX– Amendments**

These bylaws may be amended by a majority vote at any regular meeting of the Association provided, however, a written notice of the proposed change shall have been given to the members at least ten (10) days in advance of the meeting.

