

NEWTON TEACHERS ASSOCIATION, INC.
BYLAWS

ARTICLE 4 - EXECUTIVE OFFICERS

SECTION 1. EXECUTIVE OFFICERS

- a) The officers of the Association shall be the following: President, First Vice President, Second Vice President, Recording Secretary, Treasurer, and Assistant Treasurer for Membership. In addition, there shall be a Second Release Officer for the Association, the appointment of whom, and duties, shall be specified below.
- b) The Executive Officers shall meet once a month or more frequently as necessary for the proper administration of the Association.

SECTION 2. QUALIFICATIONS

Any officer must be an active member in good standing of the Association, the MTA and the NEA at the time of his/her election to the office and for the three years immediately prior to election.

SECTION 3. TERMS OF OFFICE

The term of each officer shall be two (2) years and shall commence with the fiscal year beginning next after election. There shall be no limitation on the number of terms to which any person may be elected or serve.

SECTION 4. FILLING VACANCIES

If the office of President becomes vacant, the powers and duties of such office shall devolve upon the First Vice President, who shall serve as President pro tem for the unexpired portion of the term; but if the office of the First Vice President is vacant, the duties of the President shall devolve upon the Second Vice President, who shall serve as President pro tem for the unexpired portion of the term. To fill any vacancies remaining, the Representative Assembly shall elect a First Vice President pro tem and, if necessary, a Second Vice President pro tem, who shall then serve the remainder of the unexpired term.

SECTION 5. POWERS AND DUTIES

A. PRESIDENT

- 1) The President shall set the agenda for, and shall preside at, all meetings of the Association, the Executive Committee and the Representative Assembly. The President shall be the chief executive officer of the Association and shall direct the day-to-day affairs thereof.
- 2) With the approval of the Representative Assembly, the President shall appoint the members of the Grievance and Ethics [Professional Rights and Responsibilities] Committee. The President shall appoint the members of all other committees, except those of the Negotiations Committee, who shall be elected by the membership, as hereinafter provided. With the approval of the Representative Assembly, the President shall appoint the chairperson of the following committees:

- Community Relations
- Negotiations
- Bylaws & Rules
- Professional Development

Election
Legislative

Health and Safety
Technology

With the approval of the Representative Assembly, the President shall appoint a Webmaster and a Newsletter Editor. The President may appoint such other special committees and their chairpersons as he/she may deem necessary and appropriate and shall discharge them upon the completion of their duties. The chairperson of the Negotiations Committee shall be appointed from those elected to the Committee

- 3) The President shall be a member ex-officio of all committees except the Elections Committee.
- 4) If an elective position fails to be filled by an election, or becomes vacant, then, unless otherwise directed by these bylaws, the President may appoint, with the approval of the Representative Assembly, any qualified member to fill that position.
- 5) The President shall have the power to remove any Presidential Appointee or any person appointed by a Presidential Appointee. The President shall notify the Executive Committee and the Representative Assembly of such removal at their next meeting.
- 6) The President may recommend that a second member of the Newton Teachers Association be released up to full time from his or her duties as a Newton Educator in order to perform the duties of Chair of the Professional Rights and Responsibilities [Grievance and Ethics] Committee. The Executive Committee then nominates this candidate, who shall be approved by the Representative Assembly.
- 7) The President shall have the power to veto any resolution of the Representative Assembly provided that the President, in writing, notifies the members of the Representative Assembly within seven (7) calendar days after the Representative Assembly's adoption of the resolution, stating the reasons for the veto. The sending of such notification by fax, United States mail, e-mail or hand delivery to at least two (2) members of the Representative Assembly shall satisfy the giving of notice requirement.
- 8) The President shall sign all vouchers.
- 9) After the General Election, the newly elected President may make such Presidential appointments as he/she deems necessary for the orderly transition of the office. The newly elected Representative Assembly shall pass upon such appointments as are required to be approved by it and such appointments shall be effective at the commencement of the President-Elect's term of office as President.

B. SECOND RELEASE OFFICER

- 1) This officer shall be the Chairperson of the Professional Rights and Responsibilities [Grievance and Ethics] Committee, and as such shall lead the Committee in its timely attention to member concerns and any other duties the President and Executive Committee deem appropriate.
- 2) The Second Release Officer may hold another office of the Newton Teachers Association, and fulfill the duties of this office in addition to those of Chair of the Professional Rights and Committee.

C. VICE PRESIDENTS

- 1) The First and Second Vice Presidents shall, in addition to the duties specifically delegated to them by these bylaws, perform such other duties as are normally and customarily performed by and attributed to those offices.
- 2) The First Vice President shall meet regularly with the committee chairpersons for the purpose of reviewing, discussing, and planning committee functions.
- 3) The First Vice President shall act for the President when the President is unable to perform the duties of the Presidency.
- 4) The Second Vice President shall be chairperson of one other standing committee, to be jointly determined by the Second Vice President and the President.
- 5) The First and Second Vice Presidents shall attend Teacher Association Study Committee and other MTA/NEA meetings as requested by the President.
- 6) The First and Second Vice Presidents shall be members ex-officio of the Negotiations Committee.

D. RECORDING SECRETARY

- 1) The Recording Secretary shall keep a full and accurate account of all Association business transacted by the Executive Officers, the Executive Committee, the Representative Assembly, and the Negotiations Committee.
- 2) The Recording Secretary shall be responsible for the distribution of the minutes of the Executive Committee and Representative Assembly meetings.
- 3) The Recording Secretary shall be a member ex-officio of the Negotiations Committee.

E. TREASURER

- 1) The Treasurer shall hold the funds of the Association and disburse them in accordance with budget authorization.
- 2) The Treasurer shall bill the membership for all annual dues, oversee the collection of dues, and transmit amounts due the Massachusetts Teachers Association and the National Education Association.
- 3) The Treasurer shall maintain a roll of the members.
- 4) The Treasurer shall keep accurate accounts of receipts and disbursement and shall report such to each meeting of the Executive Committee and Representative Assembly.
- 5) The Treasurer shall prepare an annual financial statement for publication and distribution to members as directed by the Executive Committee.
- 6) The Treasurer shall keep the President, the Executive Committee, and the Representative Assembly informed of the financial condition of the Association.
- 7) The Treasurer shall insure that an audit of the Association's financial records and activities is performed annually by an independent certified public accountant (CPA) or CPA firm.
- 8) The Treasurer shall be bonded through the MTA.
- 9) The Treasurer shall be chairperson of the Budget Advisory Committee and, with the assistance of the committee, shall prepare a budget and, not later than May 30 in each year, shall submit the

proposed budget first to the Executive Committee and then, with recommendation, to the Representative Assembly.

10) The Treasurer shall be a member ex-officio of the Negotiations Committee.

F. ASSISTANT TREASURER FOR MEMBERSHIP

1) The Assistant Treasurer shall be chairperson of the Membership Committee.

2) The Assistant Treasurer shall assist the Treasurer in the collection of dues.

3) The Assistant Treasurer shall assist the Treasurer with the membership list.