

FRAMINGHAM TEACHERS ASSOCIATION, INC
CONSTITUTION
Revised 06-13-19

Article I
Name

The name of this organization shall be the Framingham Teachers Association.

Article II
Objectives

This Association is founded to promote the professional and educational interest of the educational staff, to enable its members to speak with a common voice on matters concerning the profession, to represent the educational staff in collective bargaining and in all matters pertaining to wages, hours, and conditions of employment.

The Association is founded to maintain and improve the quality of education for all; to uphold high professional standards and to advance the socio-economic well-being of educators; and for such other purposes as are permissible under the law and incidental to the purpose set forth here.

Article III
Membership

Membership shall consist of Active dues paying members.

Section 1: Active membership shall be open to all those on the educational staff listed in the recognition clause of any agreement between the Framingham Teachers Association and the Framingham School Committee. Active membership shall commence upon payment of, or pledge of payment of the specified representation fee, for the Framingham Teachers Association, Massachusetts Teachers Association, and the National Education Association.

Section 2: Active membership in the Association shall be a prerequisite for holding a position on the Executive Board of this Association. An active member is a member who has paid or has pledged to pay during the current school year the specified dues.

Section 3: All members of the Association shall also be members of the Massachusetts Teachers Association (MTA) and the National Education Association (NEA).

Section 4: The Association shall maintain its affiliation with the Massachusetts Teachers Association (MTA) and the National Education Association (NEA).

Section 5: Members that fail to comply with standards and procedures set forth in the By-Laws shall be subject to admonishment, censure, suspension, or disaffiliation as prescribed in these

By-Laws. Written notice of exclusion for non-compliance shall be given by the Executive Board. This shall include a period of time for formal appeal to the local Executive Board.

ARTICLE IV Officers and Duties

The Officers of the Association shall consist of a President, a Vice-President, a Secretary, a Treasurer, and the Chairperson of the Council of Association Representatives.

Section 1: The President shall preside over meetings of the Executive Board, be ex-officio member of all standing committees, and shall be the Executive Officer of the Association. The President shall appoint yearly the chairpersons of all committees subject to the approval of the Council. The President will delegate duties to the officers with the approval of the Executive Board. The President or their designee shall represent the FTA before the public and the school department administration and shall attend school committee meetings.

Section 2: The Vice-President shall assume the duties and responsibilities of the President in case of his/her absence, disability, or at his/her request.

Section 3: The Secretary shall record minutes of all Executive Board meetings and shall be responsible for maintenance of files and records and for all Association correspondence.

Section 4: The Treasurer shall hold the funds of the Association and shall disburse them upon authorization by majority of the entire Executive Board. He/she shall collect all dues and pledges and pay all accounts due. The Treasurer shall maintain a roll of the members as required by the MTA. He/she shall keep accurate records of receipts and disbursements and shall report the condition of the Association finances at each Executive Board meeting and to the entire membership at least once per year. The Treasurer will complete treasurer training offered by the MTA when elected. He/she shall be bonded. He/she must file the Employee Organization Annual Report with Department of Labor Relations as required by the General Laws Chapter 150E. The Treasurer will be responsible for supervising the activities of the Assistant Treasurer, but the Assistant will not be empowered to disburse any funds of the Association.

Section 5: The Chairperson of the Council of Association Representatives shall chair meetings of the Association Representatives and shall act as coordinator between the Executive Board and the Council.

ARTICLE V Association Representatives

Each building the in the Framingham Public Schools shall be represented in the Association by a minimum of one Association Representative. The number of Representatives per building shall be based on one per every fifteen faculty members. Additional seven or more faculty members shall warrant one additional Representative. The duly elected Representative from all the

buildings shall constitute the Council of the Association. All duly elected representatives who attend labor management and rep councils meeting at each school will receive a stipend.

Section 1: The duties of the Representatives shall be to act as liaison between the general membership and the Executive Board. They shall be responsible for establishing membership of the faculty, for organizing a Faculty Advisory Committee in each building, for bringing all contract violations and unprofessional conditions to the attention of the administration and the Executive Board, for organizing building faculty meetings and for initiating programs and policies for implementation by the Executive Board. Any Representative that fails to attend three of the eight regularly-scheduled meetings shall have his standing as a representative reviewed by the Chairperson of the Association Representatives. The member in question has the right to explain their absences to the Chairperson at this time. This review will be to determine if the member should be suspended by the Chairperson. This suspension will be in effect for the duration of his current term. Vacant positions will be filled by the Chairperson of the Association Representatives. If the suspended member is the Chairperson of the Association Representatives, the President will re-appoint to fill the vacancy as provided by Article IV, Section 1.

Section 2: The Council will be chaired by the Chairpersons of the Association Representatives who will be assisted by a Vice-Chairperson and a Secretary. All programs and policies initiated by the Council will be considered to have directive force in regard to their implementation by the Executive Board.

ARTICLE VI Executive Board

The Executive Board shall consist of Officers of the Association, the Chairperson of standing committees, and the immediate past President of the Association, the Grievance Chairperson, the Assistant Treasurer, the Association Representatives Chairperson, and the MTA and NEA board member if he/she is an active FTA member. No members of the Executive Board with the exception of the chairperson of the Council of Association Representatives may simultaneously serve on the Association Representatives Council. The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies established by the Council of Association Representatives, report its transactions and suggest policies for consideration by the membership. It is the responsibility of the President of the Association to make every effort to ensure that the executive board is a representation of all units, disciplines and levels, pre-school, elementary, middle and high school.

ARTICLE VII Nominations and Elections

Section 1: Officers: The nomination procedure for candidates seeking elective office shall be as follows:

- Any time after the beginning of the fiscal year, a candidate for office shall obtain nomination papers in person from, or by writing to the secretary of the association. The secretary shall fill in the name of the candidate and the office they are seeking on the

nomination papers and give them to the candidate forthwith. No person may be a candidate for more than one office.

- A candidate for officer of the Association must obtain 20 signatures of Association members. No more than 5 signatures of Association members may be obtained from any one building.
- The candidate must then file their nomination papers with the secretary who must receive the nomination papers 21 calendar days prior to the election of office.
- The secretary shall certify that the nomination papers are in order. Once certified, the names shall be placed on the ballot for the office designated.

In the case of three candidates, a majority of votes cast will be necessary to declare a victor. If no candidate receives a majority, a second run-off will be held between the top two vote getters. Only active members (Article III, Section 1 and 5) may vote.

Section 2: All terms of office will be effective as of July 1 following the election at annual meeting and will be for two year terms. The President and Vice-President will be elected in the odd numbered years, the Secretary and Treasurer in the even numbered years.

Section 3: The Chairperson, Vice Chairperson and Secretary of the Council of Association Representatives will be elected by the Association Representatives at the final council meeting in the odd numbered years.

Section 4: Association Representatives will be elected for each succeeding school year by secret ballot before the final council meeting. The incumbent Association Representatives are responsible for conducting the election.

Section 5: The position of any member of the Executive Board who fails to attend three consecutive regularly-scheduled meetings or 5 overall meetings shall have his or her standing as a member of the Executive Board reviewed at the next regularly scheduled meeting. This review will be by those members of the Executive Board then voting and meeting: a majority votes in favor of suspending said member will affect his suspension for the duration of his current term. Vacant elected positions will be filled by the Council's election of one of the members of the Council or Executive Board to fill the vacancy: in the case of appointed positions the President will re-appoint to fill the vacancy as provided by Article IV, Section 1.

Section 6: Officers of the Executive Board may be recalled by means of a petition made to the Council. Such petitions must be approved by two-thirds of the members present of the Council and then be presented to the general membership. A two-thirds majority of a quorum of the active members shall be required for approval.

Section 7: Officers of the Executive Board shall be automatically appointed as delegates to the MTA Annual Meeting upon election as officers.

Section 8: Any member of the association who, having run and lost to become a regional, statewide or minority delegate to the NEA RA may be appointed as a local delegate to the NEA RA.

ARTICLE VIII Meetings

Section 1: There shall be a minimum of one general meeting per school year. Petition for a general meeting by twenty active members shall be binding upon the Executive Board within ten days of receipt of such petition. An Agenda for all general meetings will be provided to all members of Association Representatives by the Secretary of the Association at least five days prior to the meeting. In the event that voting is to be conducted concerning any document, that document will be provided to all members a minimum of five school days before such meeting.

Section 2: Association Representatives will meet in a Council a minimum of once every month.

Section 3: The Executive Board shall meet a minimum of once monthly, with a second meeting scheduled for an additional executive board meeting as needed or committee work.

Section 4: Committees, with the exception of the Negotiations Committee, will meet a minimum of four times during the course of a year or more as required by the chairperson or directed by the President.

Section 5: In the event that voting is to be conducted concerning any document that has been petitioned by 20 members, the Executive Board may determine that in-building meetings conducted by a representative of the Board may be held at which time voting may take place. Votes will be counted by the FTA representatives.

Section 6: In the event that voting is to be conducted concerning any other document, the Executive Board may determine two in-building locations where voting may take place. FTA members will be provided with their voting location at a minimum of five school days before the vote. At least one Executive Board member will be present at each of the voting locations. Votes will be counted by the FTA representatives.

ARTICLE IX Finance

Section 1: Annual dues for the Framingham Teachers Association shall be determined by Article III of the Framingham Teachers Association By-Laws for each school year. Affiliation with the Massachusetts Teachers Association and National Education Association is required.

Section 2: Chairpersons of the standing committees will be empowered to authorize expenditures up to \$50.00 once during their year of service without further approval. Further expenditures will require the approval of the Executive Board.

Section 3: No expenditures of over \$50.00 will be authorized without the approval of the Executive Board.

Section 4: Incorporation procedures will be maintained.

ARTICLE X Committees

Section 1: The following standing committees will carry out the specific functions outlined herein. Their membership shall be representative of the different groups in the Association wherever possible and appropriate. Any committee is formed by a chairperson and a minimum of 2 active members, with the exception of the Negotiations Committee. It will be the Chairpersons responsibility to attempt to find additional members to be sure this requirement is met. Any member of a committee who fails to attend two of the four regularly-scheduled meetings shall have his standing as a member of that committee reviewed at the next regularly scheduled Executive Board meeting. The member in question has the right to explain their absences to the Executive Board at this time. This review will be to determine if the member should be suspended by the Executive Board: a majority vote is needed to suspend said member. This suspension will be in effect for the duration of his current term. Vacant positions will be filled by the Chairperson of the committee. If the suspended member is the Chairperson of the committee, the President will re-appoint to fill the vacancy as provided by Article IV, Section 1.

a. Negotiations Committee shall be responsible for preparing all contract items for negotiation with the School Committee. The Chairperson of the Negotiations Committee shall be responsible for coordinating and supervising the personnel and salary proposals from the membership and may form sub-committees to deal with specific negotiating issues subject to the approval of the entire Negotiations Committee. The Negotiations Committee Chairperson shall be responsible for negotiating the contract for the following school year (e.g. the Chairperson appointed in September shall be responsible for preparation of the contract for that school year).

b. The Instructional and Professional Development Committee shall be responsible for considering the future development of curriculum, teaching methods, aids, teaching materials and educational facilities intended to encourage improvement of the educational program in the Framingham Schools. The Chairperson of the Instructional and Professional Development Committee may form sub-committees to deal with specific issues subject to the approval of the entire Executive Board.

c. The Communications committee shall be responsible for maintaining the FTA website, any social media campaigns and for disseminating information to all FTA members.

d. The Bylaws Committee shall be responsible for reviewing the current bylaws and making recommendations for changes to be voted on at the FTA Annual Meeting.

e. The Public Relations Committee shall be responsible for involving the FTA in local community efforts.

f. The Membership Committee works to ensure that all Framingham Public Schools employees that are eligible to be members of FTA, MTA, and NEA are accounted for, registered, and in good standing. The committee is also responsible for maintaining the seniority numbers of its members.

g. The Budget Committee shall be responsible for reviewing the budget, making necessary changes, and presenting it at the annual meeting.

h. The Political Education Committee shall be responsible for informing FTA members of political issues impacting education.

Policy: This Committee shall be non-partisan and serve only as an information function.

i. Retired Teachers Committee shall be responsible for all communications liaison with all Retired Teacher Members.

Section 2: Ad Hoc Committees may be formed for the remainder of the year for temporary exigencies by a simple majority of those members of the Executive Board present. The Chairpersons of these committees will not sit as members of the Executive Board. Ad Hoc committees will continue through the next year beginning July 1, by a simple majority vote of the Executive Board occurring at the Executive Board Meeting preceding July 1.

Section 3: The Grievance Chairperson shall be responsible for policing the contract in force, for investigating violations and for pursuing their resolution at all levels provided by the contract. The Grievance Chairperson will be appointed bi-annually in the odd numbered year by the President and will be a member of the Executive Board and, at the President's request, a member of the Negotiations Committee.

ARTICLE XI

The President

Section 1: The President will report to the Communications Chairperson for distribution to all teachers.

Section 2: Officers and Chairpersons of Standing committees will report to the President at Executive Board meetings, such reports to be included in the minutes of the Executive Board meetings.

Section 3: The Treasurer will in addition, render an annual audited financial report.

ARTICLE XII

Roberts Rules of Order

The new Roberts Rule of Order, when not inconsistent with the constitution shall govern the proceedings of the Association.

ARTICLE XIII
Quorums

Section 1: Twenty percent of those members registered at the meeting or twenty five members whichever is greater shall constitute a quorum for the transaction of business of the Association at a general meeting. At the request of any active member a roll call may be taken. A list of active members will be available at all general meetings.

Section 2: A majority of the members of the Executive Board shall constitute a quorum for the transaction of business of the Executive Board.

Section 3: A majority of the members of the Council of Association Representatives shall constitute a quorum for the transaction of the business of the Council of the Association Representatives.

ARTICLE XIV
Amendments

The constitution may be amended at any general meeting, by United States mail or Framingham Public School interschool mail by a two-third majority vote provided that a written notice of the proposed change or changes shall have been given to the members at least five school days in advance. Voting will be done by written ballot to be part of a permanent record.

**FRAMINGHAM TEACHERS ASSOCIATION, INC.
BY-LAWS**

ARTICLE I

The name of this organization shall be the Framingham Teachers Association.

Members shall be Active, Retired, Student and Affiliated as set forth in the Constitution.

**ARTICLE II
Objectives**

This Association is founded to promote the professional and educational interest of the educational staff to enable its members to speak with a common voice on matters concerning the profession, to represent the educational staff in collective bargaining and in all matters pertaining to wages, hours and conditions of employment.

The Association is founded to maintain and improve the quality of education for all, to uphold high professional standards and to advance the socio-economic well-being of educators and for such other purpose set forth here.

**ARTICLE III
Dues**

The Massachusetts Teachers Association and the National Education Association dues shall be in accordance with the amounts set in the by-laws of those organizations, and deposited/invested locally. Annual dues shall be recommended by the Treasurer for approval by a majority of those voting at the Annual Meeting.

Dues for student and retired members shall be recommended by the Treasurer for acceptance at the Annual Meeting.

**ARTICLE IV
Amendments**

The By-Laws may be amended at any general meeting, by United States mail or Framingham Public School interschool mail by a two-third majority vote provided that a written notice of the proposed change or changes shall have been given to the members at least five school days in advance.

**ARTICLE V
Election**

Election Procedure for election of President, Vice-President, Secretary, Treasurer and Executive Director.

- A. An election meeting shall be called in accordance with the Constitution.
- B. Voting will be by a secret ballot.
- C. Candidates shall be allowed a maximum of 5 minutes to make a speech if they desire. This is the only time speeches will be allowed. Any candidates for elected positions that run as co-candidates are considered one position and shall be allowed a combined maximum of 5 minutes.
- D. The Chairperson of the Council of Association Representatives will tabulate the votes.
- E. New Officers will assume their offices on July 1st immediately succeeding their election.
- G. Outgoing officers shall be responsible for transmitting all official materials and records to the incoming officers.

ARTICLE VI

Appointment Procedure

- A. Positions will be thoroughly advertised.
- B. Membership will be a prerequisite for serving on any Association committee unless an exception is approved by the Executive Board.
- C. Chairpersons of standing committees and the Grievance Chairperson shall be appointed by the President with the approval of the majority of the Executive Board and majority of the Council of Association Representatives.
- D. Chairpersons of Ad Hoc committees shall be appointed by the President with the approval of the majority of the Executive Board. Council approval shall not be necessary.
- E. Chairpersons shall appoint the members of their committees. Consultation with, or approval of, the Executive Board and/or the Council of Association Representatives shall not be necessary.
- F. It is the responsibility of the President of the Association to make every effort to ensure that appointments are a representation of all units, disciplines and levels, pre-school, elementary, middle and high school.

Exception: Members of the Negotiations Committee shall be appointed by the same procedure as committee chairpersons and the President shall have the prerogative of appointing the Grievance Chairperson as a member of the Negotiations Committee. The Negotiations Committee shall not consist of fewer than three members (such as one from each of the elementary, middle, and high school levels).

ARTICLE VII

Committees

- A. Standing Committees: insofar as possible and when appropriate, all standing committees will have representation from all three levels (elementary, middle, and high school).
- B. Ad Hoc Committees: All Ad Hoc Committees will report directly to the Executive Board.
- C. Screening Committees: The President shall, subject to the approval of the Executive Board, appoint Unit A members to serve on School Department Screening Committees.

D. Adherence to the NEA/MTA Code of Ethics of the Education Profession shall be a condition of continuing membership. The FTA Executive Board will investigate all charges of violation of the code. The FTA Executive Board is empowered to take appropriate action, including expulsion, against any member who is found, after a hearing to be in violations of the code or By-Laws.

**ARTICLE VIII
Hired Personnel Policy**

A. Responsibility for employment and dismissal of hired personnel shall be delegated by the Executive Board.

B. Salaries of hired personnel shall be determined by the Executive Board.

*1 ADDENDUM: CODE OF ETHICS OF THE EDUCATION PROFESSION.

**ARTICLE IX
Remuneration**

A. President: President shall receive a stipend of \$3,000 per year. In the event there are Co-Presidents, each Co-President shall receive the full stipend. In addition, if the President is teaching half-time and serving as a half-time President then remuneration will include one-half of the salary at his/her step level. If the president is on a leave of absence from an FTA unit position and serving as a full-time President, then remuneration will include an amount equal to 100% of the salary at his/her step level for the years of the term of his/her office. Remuneration for half-time or full-time president is contingent on a shared cost expense with the school district as agreed upon in the contract and/or approval by the Executive Board to allocate the necessary funding and/or a majority vote to increase dues to cover the remuneration cost at the General Meeting prior to the release-time president taking office. The need for and/or desirability of have a release-time President shall be re-evaluated by the membership of the Association bi-annually prior to that year's General Meeting in odd numbered years.

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| B. Vice-President: | \$2,000 per year |
| C. Secretary: | \$1,500 per year |
| D. Treasurer: | \$2,000 per year |
| E. Chairperson of Council of Association Representatives: | \$1,500 per year |
| F. Members of Negotiations Committees: | \$300 per year |
| G. Assistant Treasurer: | \$600 per year |
| H. Past President: | \$400 per year |
| I. The following Committee Chairpersons: | \$600 per year |

- Grievance Committee
- Negotiations Committees
- Bylaws Committee
- Public Relations Committee
- Instructional and Professional Development Committee
- Membership Committee
- Budget Committee

- Political Education Committee
- J. Communications Committee Chairperson \$1,500 per year
- K. Health Coalition: \$25/meeting/member not to exceed \$600/year
- L. Association Representatives as designated in Article V: Association Representatives of the Constitution: \$25.00 per Association Representatives Meeting, attended in full with related responsibilities carried out, maximum of 8 paid meetings, not to include the Training/Dinner Meeting or the June Annual Meeting and an additional \$25 per monthly meeting with principal or principal designee.

CODE OF ETHICS OF THE EDUCATION PROFESSION

Adopted at the 1975 NEA Representative assembly

PREAMBLE

The educator, believing in the worth and dignity for each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than ones specifically designated by the NEA or its affiliates.

PRINCIPLE I **Commitment to the Student**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, or family, social or cultural background, sexual orientation, unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student;
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influence the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.