

CONSTITUTION

MANCHESTER TOWNSHIP EDUCATION ASSOCIATION

ARTICLE I – NAME AND INCORPORATION

- Section 1: The name of this organization shall be the Manchester Township Education Association, hereafter referred to as the Association.
- Section 2: It is incorporated as a non-profit corporation under Title 15, Sections 1 - 12 of Revised Statutes of the State of New Jersey.

ARTICLE II – AFFILIATION

The Association shall be an affiliate of the Ocean County Council of Education Associations (OCCEA), the New Jersey Education Association (NJEA) and the National Education Association (NEA).

ARTICLE III – PURPOSES

- Section 1: To work for the welfare of students, the advancement of education, and the improvements of the instructional opportunities for all.
- Section 2: To develop and promote the adoption of such personnel policies and standards of preparation and participation as mark a profession.
- Section 3: To advance professional rights and status and responsibilities of its members as educators.
- Section 4: To represent its members and other employees in negotiations and grievances with the School Board on all matters of compensation and all other terms and conditions of employment.
- Section 5: To form a representative body to speak with authority for the active members of the Association.
- Section 6: To establish cooperation between the educator and the community.

ARTICLE IV – MEMBERSHIP

Section 1: Active membership in the Association shall be open to all employees of the Manchester Township Public school District identified in the recognition clause of the current collective bargaining agreement. Active members of the Association, where eligible, shall be members of OCCEA, NJEA and NEA.

Section 2: Honorary Members

Honorary membership may be conferred upon members of the teaching profession or the other persons for the distinguished service to education and the profession. Honorary members shall enjoy all the privileges of the Association except those of voting and holding office, and shall be exempt from payment of dues.

Section 3: Retired Members

Active members of the association upon retirement, may continue to enjoy all rights and services of the Association, except those of voting and holding office, by payment of annual dues as a retired member.

Section 4: Rights of Membership

- a. Every active member of the Association shall have the equal rights and privileges within the association to nominate candidates for office; to vote in elections or on referenda of the Association; to attend membership meetings; to participate in the deliberation and voting upon the business of such meetings except that in voting upon contract ratification; only members in the appropriate unit of representation shall have the right to vote.
- b. Every member shall have the right to meet and assemble fully with Other members; to express any views; arguments or opinions; Express views at meeting upon candidates in an election of the Association or upon any business properly brought before the meetings.
- c. No members shall be fined, suspended, expelled or otherwise Disciplined, except for non-payment of dues, without being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full and fair hearing.

ARTICLE V – OFFICERS

- Section 1: The officers of the Association shall consist of a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.
- Section 2: The officers shall be elected in April of the election year, and be installed in May for a term of three years. The officers shall be eligible for consecutive terms. Officers will **not** be eligible to hold two elected positions at the same time. The elections, by groups, shall take place in alternate years. The groups are as follows: **Group 1:** President, Recording Secretary, Treasurer, 1 Association Representative from each building, 1 Board Office Rep, 1 Secretary Representative, 1 Paraprofessional Representative. and two (2) open Professional Development positions. **Group 2:** Vice President, Corresponding Secretary, 1 Association Representative from each building, 1 Secretary Representative, 1 Paraprofessional Representative, Parliamentarian, and two (2) open Professional Development positions.
- Section 3: Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and hearing) and by a two-thirds vote of the active members of the Association.
- a. Recommendation for recall can be made by the submission of a petition containing the signature of a majority of the membership of the Executive Board.
 - b. The Executive Board shall notify in writing any member who has been recommended for recall.
 - c. Any officer may appeal in writing to the Executive Board.
 - d. The Executive Board shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
 - e. The report of those hearings shall be made available to the active members of the Association.
 - f. A general membership meeting shall be called two weeks after the issuance of the report
 - g. Such recall shall be determined by a two-thirds vote of the active members of the Association in attendance of said meeting.

Section 4: Nothing in the Article shall be construed as precluding officers from succeeding themselves in office, if duly elected.

Section 5: In the event of vacancy in the office of President, the Vice President shall become President and serve until the next general election.

ARTICLE VI – EXECUTIVE BOARD

Section 1: The Executive Board shall consist of:

- a. The officers of the Association
- b. The immediate Past President
- c. Two elected Association Representatives from each building
- d. Two elected Secretary Representatives
- e. Two elected Paraprofessional Representatives
- f. All Standing Committees Chairs
- g. Special Committee Chairpersons while active
- h. Newsletter Editor
- i. Parliamentarian

Section 2: The Representatives shall consist of: Association Representatives, Secretary Representatives, and Paraprofessionals. The Representatives shall be elected in April of the election year and be installed in May for a term of two years. The Representatives shall be eligible for consecutive terms.

ARTICLE VII – AMENDMENTS

An amendment to the constitution and bylaws may be introduced, upon petition of ten (10) or more members of the general membership, and shall be brought to the Executive Committee. The President, with the approval of the Executive Committee, shall appoint a Constitution Committee. The Constitution Committee shall prepare the amendment and present to the membership.

Amendments to these By-laws and Constitution shall be approved by a two-thirds majority of the active members of the Association voting in a regular or special election called for this purpose, provided that the proposed amendment shall have been distributed to the active members of the Association at least two (2) weeks in advance of said election

Revised September 2007

BYLAWS
ARTICLE I – MEETINGS

Section 1: Executive Board

The Executive Board shall meet once a month while school is in session at the call of the President, or at the written request of any three members of the Executive Board.

Section 2: General Membership

- a. The Executive Board shall arrange one (1) meeting of the active members of the Association each year, to be held on the first day of school year.
- b. At least one (1) week prior to each non-emergency general membership meeting, the Secretary shall notify all active members of the Association of the time and place of said meeting, other than the September meeting.
- c. Special meetings may be called by the President, or upon written request of one quarter of the active members of the Association. The purpose of said meeting shall be stated with the request. written notice of the meeting shall be distributed to each active member of the Association not less than seven (7) days prior to said meeting. No business other than that for which the meeting is called may be transacted.

Section 3: The order of business at any regular General Membership meeting shall be as follows:

- a. Call to order
- b. Approval of minutes
- c. Correspondence
- d. Report of the Treasurer
- e. Reports of Standing Committees
- f. Reports of Special Committees
- g. Old Business
- h. New Business
- i. Adjournment

ARTICLE II – QUORUM

Section 1: A majority of the Executive Board members shall constitute a quorum for the Executive Board meetings.

Section 2: The active members of the Association present shall constitute a quorum for the General Membership meetings.

ARTICLE III – POWERS AND DUTIES OF THE EXECUTIVE BOARD

Section 1: President – The President shall:

- a. Preside over the meetings of the Executive Board and General Membership.
- b. Appoint the chairperson and members of all standing and special Committees, not otherwise provided for in the Constitution and Bylaws.
- c. Fill by appointment, vacancies in elected positions per **Article IV Section 4.**
- d. Be Ex-Officio member of all committees.
- e. With the treasurer, sign all orders drawn upon the treasury for which a voucher had been submitted.
- f. Represent the Association before the public either personally or through a designated representative.
- g. Represent the Association at OCCEA, NJEA, and NEA conferences and the NEA Representative Assembly.
- h. Perform all other functions usually attributed to the office.

Section 2: Vice President – The Vice President shall:

- a. Become President whenever the presidency becomes vacant as provided for in **Article IV, Section 2 and 3.**
- b. Attend Executive Board meetings.
- c. Be Ex-Officio member of committees as designated by the President.
- d. Serve as delegate to the NEA Representative Assembly.

Section 3: Corresponding Secretary – The Corresponding Secretary shall:

- a. Be responsible for handling all correspondence for the Association.
- b. Carry on the affairs of the Association as directed by the President and the Executive Board.
- c. Notify the appropriate members as to the time and place of the Executive Board and General Membership meetings, other than the annual September opening day meeting, not less than seven (7) calendar days prior to the meeting.
- d. Attend Executive Board meetings.
- e. Prepare and distribute a summary of Executive Board action following each Executive Board meeting.
- f. Maintain a calendar of OCCEA, NJEA, and NEA workshop and conference opportunities and distribute registration information to active members of the Association as directed by the President. Shall be responsible to meet all registration deadlines. Shall organize and conduct local workshops and conferences for the active members of the Association.
- g. Shall develop a telephone call system for the membership in case of a crisis situation.

Section 4: Recording Secretary – The Recording Secretary shall:

- a. Keep accurate minutes of all the Executive Board and General Membership meetings.
- b. Type, distribute and file minutes.
- c. Maintain the official files.
- d. Distribute copies of all proposed amendments to the constitution and Bylaws as prescribed in **ARTICLE VII of the Constitution and ARTICLE IX of the Bylaws.**
- e. Collect and file Board of Education agendas, minutes and procedures.
- f. Maintain and update Association's copy of Board of Education Policy Book.
- g. Attend Executive Board meetings.

Section 5: Treasurer – The Treasurer shall:

- a. Deposit all monies in a bank in the name of the Association.
- b. Notify NJEA of name of bank in which Association dues are deposited.
- c. Hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President.
- d. Sign all checks along with the President.
- e. Maintain accurate financial records.
- f. Report at each meeting of the Executive Board and General membership.
- g. Present the annual budget to all members at the September meeting.
- h. Share the annual financial statement, prepared by an independent auditor, with the Executive Board.
- i. Submit Association financial records to an independent auditor for review. Said auditor shall be reported to NJEA and the Executive Board.
- j. Oversee the preparation of Federal, State, and NJEA forms by an independent auditor.
- k. Serve on the Budget Committee.
- l. Be bonded for such an amount as may be determined by the Executive Board from time to time.
- m. Organize all necessary records for preparation of LAFAP reports to be presented to an independent auditor for preparation for NJEA.
- n. Attend Executive Board meetings.

Section 6: Association Representatives – The Association Representatives shall:

- a. Attend Executive Board meetings.
- b. Act as liaison between individual buildings and the Executive Board.

- c. Act as liaison between staff and building administrators.
- d. Disseminate all MTEA, OCCEA, NJEA and NEA information to active members of the Association within their building.
- e. Represent active members of the Association in all circumstances that could affect the terms and conditions of employment.
- f. Preside over monthly building meetings.

Section 7: The Parliamentarian – The Parliamentarian shall:

- a. Be elected by the General Membership.
- b. Advise the President, Executive Board, and the general membership as to Robert’s Rules and the Association Constitution and Bylaws.

Section 8: Newsletter Chair – The Newsletter Chair shall:

- a. Compile information of interest to the membership and publish a newsletter to be distributed to the active members of the Association, not less than 6 times per year.
- b. Submit newsletter for display at NJEA convention and any other as requested by the President.
- c. Attend Executive Board meetings.
- d. Attend local, county and state meetings as requested by the President.
- e. Take NJEA training.

ARTICLE IV – POWERS AND DUTIES OF THE EXECUTIVE BOARD

Section 1: The Executive Board shall:

- a. Be responsible for the management of the Association
- b. Approve the Annual Budget.
- c. Authorize the spending of non-budgeted items over one (\$100) dollars, by two-thirds vote.

- d. Propose policies for consideration by the General Membership.
- e. Cause its transactions to be reported to the active members of the Association.
- f. Establish such Special Committees as may be necessary.
- g. Set the agenda for all General Membership meetings
- h. Review and make decisions regarding all matters of arbitration and mediation.

Section 2: In the temporary absence or disability of the President, the Vice President preside at the meetings of the active members of the Association and of the Executive Board and shall have such powers and perform such other duties as may be assigned by the President.

Section 3: In the event of vacancy in the elected positions of Vice President Secretaries, Treasurer, Association Representative and/or Parliamentarian the President, with the advice and consent of the Executive Board, shall appoint an interim representative from the current members of the Executive Board for a period of no more than ninety (90) days. If the position remains vacant the President, with the advice and consent of the Executive Board, shall appoint an interim representative from the general membership for a duration of no more than ninety (90) days (excluding summer), at which time a general election shall be held.

ARTICLE V – COMMITTEES

Section 1: There shall be committees carrying the specific functions listed below.

Section 2: Appointment

The President with the advice and consent of the Executive Board, shall appoint the Chairpersons from the active members of the association at the May Executive Board meeting and fill all unexpired terms as vacancies occur.

Section 3: Meetings

Each committee shall meet as appropriate to its assigned duties.

Section 4: Reports

Each committee shall maintain a continuing record of activities.

Chairpersons shall report at each meeting of the Executive Board.

Section 5: Standing and Special Committee Titles and Duties

a. Standing Committees

1. The Negotiations Committee shall survey the active members of the Association and prepare a proposed package to be negotiated With the Board of Education by the Association's negotiating team in all areas of member welfare and general working conditions.

The Negotiations Committee members shall attend all meetings. Failure to attend regularly scheduled meetings may result in review of the situation by the Executive board. The Executive board may then dismiss and replace the members of the committee. Any committee member who applies for an administrative position shall resign from the committee immediately.

2. The Grievance /Response committee shall explore and prepare Programs for securing satisfactory policies and procedures for the redress of grievances. It shall process all grievances filed in accordance with the Grievance Procedure outlined in the current collective bargaining agreement. It shall advise the Executive Board in situations involving the defense of individual rights.

It shall also review and respond in writing to member evaluations, memos, reprimands and any other written correspondence from administrative personnel. The response shall be completed within the time agreed.

3. The Membership Committee shall organize and conduct membership enrollment. Its members shall enroll all employees identified in the recognition clause of the current collective bargaining agreement. It shall maintain and verify membership status and keep current all pertinent information as requested by the NJEA. It shall update and distribute information about member benefits and services as provided by the NJEA.
4. The PRIDE Committee shall develop a program of events that Promotes good relationships between the Association, the Board of Education and the Community, shall seek to develop public understanding of the programs and purposes of the Association,

and shall develop procedures by which the Association can present information through newspapers, radios, Television and other mass media and work cooperatively with the public in civic and social organizations. All communications shall be reviewed by the President.

5. The Legislative Committee shall review, evaluate, and Communicate legislative information to the active members of the Association for consideration. It shall promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility for voting and their right to participate in political activity at all levels. The Legislative Committee Chairperson or designee shall attend OCCEA meetings and legislative conferences.
6. The Philanthropic Committee shall propose fund raising activities, collect and deposit all monies for scholarships in a separate account. The treasurer shall act as custodian of the account and report at each meeting of the Executive Board and the General Membership. The Committee shall conduct a selection process for deserving students and report to the Executive Board. Approval of the selection process and criteria shall be recommended by the committee for the approval of the Executive Board.
7. The Professional Development Committee shall consist of four (4) members elected from the general membership. The Professional Development Committee shall assess in-service needs and Professional Development opportunities. They shall gather information to plan, write and implement the District's local professional development plan. They shall attend team meetings, as scheduled, in and out of District. The chair of the committee shall attend Executive board meetings.
8. The Newsletter Committee shall compile information of interest to the membership and publish a newsletter to be distributed to the active members of the Association, not less than 6 times per year. The chair shall submit the newsletter for display at the NJEA Convention and any other conferences, as requested by the President. Members of the committee shall attend local, county and/or state meetings as requested by the President and take NJEA training.
9. Web/Technology Committee shall be responsible for developing and maintaining the Association web site.
10. The Health and Safety Committee shall prevent any compromise

in the quality of the workplace; consider those conditions, which may affect the health and safety of large numbers of people, as well as, the health and safety of individuals.

b. Special Committee Titles and Duties

1. The Budget Committee shall propose, to the Executive Board for action, a budget for the Association each year. The budget shall be approved by the Executive Board at the August meeting and presented to the General Membership at the September meeting. Members shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget. It shall determine the maximum reimbursement for expenses incurred in the operation of the association. The Treasurer shall serve on the Budget Committee.
2. The Nominations/Elections Committee shall be responsible for all regular and special elections. It shall solicit and accept nominations from active members of the Association for Officers, Association Representatives, Support Staff Representatives, candidates and alternate candidates for the NEA Representative Assembly. It shall prepare a slate and conduct elections as prescribed in **ARTICLE VI** of the Bylaws. No officer of the Association shall serve on the Nominations/Elections committee.
3. The Social committee shall organize such social activities as may serve the needs of the membership and promote team building and member involvement within the Association.
4. The Constitution and Bylaws Committee shall, at the request of any Association member, examine and develop any Constitution and/or Bylaws changes that benefits the organization. An amendment to the Constitution/Bylaws may be introduced upon petition of ten (10) or more members of the general membership. The committee shall review the entire Constitution/Bylaws every three (3) years. The committee shall be responsible for presentation of all proposed changes to the Executive Board and the general membership

ARTICLE VI – NOMINATIONS, ELECTIONS, and VOTING

Section 1: Nominations/Elections Committee

The President shall appoint, subject to approval of the Executive Board at its May meeting, a chairperson for the Nominations/Elections Committee

as prescribed in **ARTICLE IV Section 2.**

Section 2: Composition of the Nominations/Elections Committee

In addition to the chairperson, the Nominations/Elections Committee shall consist of two active members of the Association from each building, No member, holding an elected position or a candidate, shall serve on the Nominations/Elections Committee.

Section 3: Nominations/Elections Committee

The Nominations/Elections Committee shall prepare a slate of nominees for Officers, Association Representatives, Paraprofessionals, Parliamentarian and Professional Development Committee, candidates and alternate candidates for the NEA Representative Assembly. Except for the NEA Representative Assembly, no member shall hold more than one elected position. The slate shall be posted for consideration by the active members of the Association in each building not less than seven (7) days before the election.

Section 4: Voting

- a. Elections for delegates to the NEA Representative Assembly shall take place in March. The President and the Vice President shall serve as delegates to the NEA Representative Assembly during their terms of office. If either or both of these officers cannot or choose not to serve as local delegates, an election shall be held for any open positions.
- b. General elections shall take place in April. All elections, regular and Special, shall be conducted by the Nominations/Elections Committee and shall take place in each building. Active members of the Association shall vote by secret ballot in person on said Election Day. Ballots shall be available at the start of the workday. Locked ballot boxes shall be located in a central location in each building. Elections shall be closed at the end of the workday. All locked ballot boxes shall be brought to a central location as determined by the Nominations/Elections committee. Ballots shall be counted by the Nominations/Elections Committee in the presence of the chairperson.
- c. Absentee Ballot applications must be submitted in writing to the Election Committee at least three (3) days prior to the election. Absentee ballots must then be submitted, in a sealed envelope, to a

member of the Election Committee. The member will be notified of the availability of the application on the nomination form.

- d. In the event of a tie, the committee shall so declare and conduct a run-off election to break the tie within five (5) school days.
- e. If the position for election is uncontested, the nominee shall be declared the winner by acclamation, per Robert's Rules of Order.
- f. Election results shall be made available to the active members of the Association by the Nominations/Elections committee in the following order:
 - 1. The President
 - 2. The Candidates
 - 3. Posted in each building by the next work day
- g. Ballots shall be retained by the Nominations/Elections Committee Chairperson until it is certain that the results are accepted by the membership. Results shall be reported immediately to OCCEA, NJEA, and NEA by the committee chairperson.
- h. In the event that the Association is at the Bargaining table when elections are scheduled, said elections shall be postponed for all elected officers until ratification of the new Collective Bargaining Agreement. Elections shall take place following said ratification.

ARTICLE VII - FISCAL YEAR

The fiscal year of the association shall begin September 1 and end August 31.

ARTICLE VIII – PROPERTY

Property shall be held in the name of the Association. The treasurer shall maintain and update the property list annually.

ARTICLE IX – AUTHORITY

The most recent edition of Robert's Rules of Order shall be the Parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules the Executive Board may adopt.

ARTICLE X - AMENDMENTS

Any suggestions for amendments to the constitution and bylaws may be introduced upon petition of ten (10) or more members of the general membership, to the Constitution/Bylaws Committee for consideration.

Amendments to these Constitution and Bylaws shall be approved by two-thirds majority of the active members of the association voting in a regular or special election called for this purpose, provided that the proposed amendment shall have been distributed to active members of the Association at least two (2) weeks in advance of said election.

Revised September 2007

Approved by vote by MTEA members December 6, 2007

Constitution Committee

Jane Cavallaro, RS Chair
Aggie Hawley, WS Chair
Sue Laurita, MTES
Maxine Meehan, RS
Barbara Perrone, MS
Pat Pontus-Martin, MS
Pat Rainer, MS
Linda Scharibone, RS
Tom Scharibone, MTES

MTEA Officers

Jack Wilson, President
Susan Morgan, Vice President
Barbara Schocket, Corresponding Secretary
Aggie Hawley, Recording Secretary
Barbara Schocket, Treasurer