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CONSTITUTION  
and  
BY-LAWS  
of the  
Manchester Education  
Association

Manchester, Connecticut  
February 2017 Revision

**Article I**  
**Name and Purpose**

**Section I - Name**

The name of this organization shall be the MANCHESTER EDUCATION ASSOCIATION.

**Section II - Purpose**

The principal purposes of this Association shall be:

1. To provide a means of promoting good fellowship and understanding among the teachers of Manchester.
2. To provide a means of discussion, evaluation, and promotion of desirable procedures in the education field.
3. To foster a professional spirit among teachers in keeping with the highest standards of service.
4. To provide for the welfare of the teachers.
5. To promote the best interest of the children of Manchester.

**Article II**  
**Membership**

**Section I - Active Membership and Non-Membership Agency Fee**

- a. Membership in the Manchester Education Association is predicated upon membership in the Connecticut Education Association and the National Education Association. Active membership in this Association shall be open to any professional employee of the Manchester Board of Education whose major interest and activities are concerned with classroom instruction and whose position does not require a supervisory or administrative certification.
- b. Active membership shall be continuous until the member leaves the school system or resigns from the Association.
- c. Any person eligible in paragraph a. above shall, as a condition of employment, join the Association or pay a service fee to the Association. Said service fee shall not be greater than the amount uniformly required of members of the Association which represents the costs of collective

bargaining, contract administration and grievance adjustment. Persons who elect to pay an agency fee are not subject to the rights and privileges of active members.

## **Section II - Limited Membership**

- a. Any member of the Association who is laid off and whose name is on the reappointment list may, upon the expiration of their active membership, become a limited member of the Manchester Education Association on payment of dues as determined by the Representative Council.
- b. Limited members may not have the privilege of holding office, but may have such privileges as may be determined by the Executive Board of their Association.

## **Section III - Adherence to Code of Ethics**

Adherence to the National Education Association's Code of Ethics adopted by the Connecticut Education Association and the Manchester Education Association shall be a condition of membership.

### **Revised**

## **CODE OF ETHICS OF THE EDUCATION PROFESSION**

### **Preamble**

The educator, believing in the worth and dignity to 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 one 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 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, family, social or cultural background, or 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 service, unless disclosure serves a compelling 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 influences 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 decision or actions.

#### **Section IV - Application for Membership**

- a. Application for membership shall be made to the building representative, who shall forward such names to the Membership Chairperson of the Association, who in turn will forward such names to the Connecticut Education Association.
- b. Membership applications received after September 31, shall require action by the Executive Board of the Manchester Education Association (M.E.A.) prior to being processed. Such action may include waiving of the constitutional requirement of Article II, Section 1 (b).
- c. Any person who, though eligible, has not enrolled as an M.E.A. member

before September 31 of any school year, but who subsequently elects to join, shall not be entitled to full privileges of assistance until 30 days following such subsequent enrollment and payment of dues.

### **Section V - Revocation/Reinstatement of Membership**

- a. According to procedures adopted by the Representative Council, the Executive Board may suspend from membership or expel any member who shall have violated the ethics of the education profession; may cancel the membership of any member convicted in a court learned in the law of a crime involving moral turpitude; and may reinstate a member who has previously been suspended or expelled from the Association.
- b. Disciplinary action against a member shall be taken only on the basis of a recommendation duly submitted in writing by the Professional Rights & Responsibilities Committee, following a full and proper inquiry.

### **Article III**

#### **Dues**

Dues shall be determined by a vote of the Representative Council and shall be ratified by a majority of the active members voting.

### **Article IV**

#### **Meetings**

1. There shall be an annual meeting in May for transacting any business which may properly come before the meeting. The annual meeting of the Association may be waived by Representative Council at its April meeting if it considers there is insufficient business for such a meeting.
2. Special meetings may be called at the pleasure of the president and must be called within two weeks upon written receipt of a petition signed by 10% of the active members.
3. Twenty percent of the active members of this Association shall constitute a quorum for meeting.
4. In the event that a vote is necessary during a meeting of either the Executive

Committee or the Representative Committee and the topic is deemed sensitive a motion can be made requesting a paper ballot to collect an anonymous vote.

## **Article V** **Elections**

1. Every two years, starting in 2017, the president shall notify the membership by February 1st of all MEA offices that will expire at the end of the school year and are to be filled by an election.
2. The Representative Council shall select a MEA elections chair at the December meeting.
3. Any active member seeking election to an MEA office shall submit his/her name to the MEA Elections Chairperson no later than February 14.
4. The Elections Committee should submit to the Representative Council at its March Rep. meeting a slate which must include the name of any individual seeking office.

The MEA will provide equal opportunity for candidates in a contested election to state their qualifications and position on MEA issues in a special communiqué. (Newsletter). Candidates statements will be submitted to vetted and approved by the Elections Committee prior to publication.

No active campaigning by any candidate is to take place until after March 1.

5. Voting for officers will take place the first full week of April. The certified staff will receive ballots from their building representatives on Monday. They must be returned to the building rep no later than Friday of the first full week of April.

Up-to-date membership lists will be supplied to the building representatives by the Membership Chairperson prior to the election. Each voter will check off his/her name on a master building list as they return their ballot. Once the marked ballots are received by the building reps, they will be sent to the Election Committee chairperson by the following Monday. Ballots will be opened and counted at a meeting of the elections committee at which time the candidates and/or representatives may be present. Election results shall be certified at the building representative meeting in April

In the event that a member is absent during the week of polling that member can request a ballot from their building representative. The request must be

made prior to the week of polling and should be returned to the building representative during the week of polling.

6. In the event that there is no position contested, no ballots will be issued and the MEA secretary will cast one vote at the April Representative Council meeting.
7. Officers and committee chairpersons will be elected for a two-year term and will assume their offices at the June Executive Board meeting.
8. In the event any vacancy occurs in an office or in a chairperson position of a standing committee, the Representative Council shall fill the vacancy at the earliest possible regular meeting.
9. The president shall notify the membership by January 31st of the number of delegates needed for the CEA-RA and the NEA-RA.
10. CEA-RA and NEA-RA Elections: Members who wish to be delegates to the CEA-RA and/or the NEA-RA should submit their name to the MEA president by the end of the first full week of February or be nominated in an open session of the Representative Council in February Representative meeting.

Voting for delegates to the CEA-RA and the NEA-RA will take place the second full week of February. The certified staff will receive ballots from their building representatives on that Monday of the second full week. The ballots must be returned to the building representative no later than Friday of that second week.

11. In the event that the number of delegates to the CEA-RA or the NEA-RA do not exceed the number of positions allowed, the secretary will cast one ballot at the February Representative Council meeting accepting all delegates who were nominated

## **Article VI** **Officers**

1. The officers of the Association shall be the president, vice president, secretary and treasurer, all of whom must be active members of the Association.
2. All officers shall be members ex-officio of the Representative Council.
3. Whenever a majority of the Representative Council shall agree that an officer or member of the Executive Council has been grossly negligent of the duties defined in the bylaws or has become incapacitated, they shall vote



that the office be declared vacant; however, provisions for a hearing before the council shall be provided and conducted by PR&R, with the Right of Appeal to the membership. If the Council so votes by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

4. Each officer shall submit an annual report no later than the June Executive Board meeting.
5. Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of his/her duties as defined in the bylaws, or incapacitated, the Executive Board shall conduct a hearing to determine if the office shall be declared vacant. The officer in question will be notified at least one week prior to the hearing date and offered an opportunity to respond at the hearing. Upon such recommendation of the Executive Board it will be presented to the Representative Council for vote. If 60% of the members present vote in favor the vote will result in removal from the position.

## **Article VI**

### **Duties of Officers**

#### **Section I - The President**

1. The President shall call and preside over all meetings of the Association and of the Council.
2. The President shall be a member, ex-officio, of all committees, except the nominating committee.
3. The President may call meetings of the Executive Board when it is deemed necessary.
4. The President should attend all Hartford County Council meetings of the Connecticut Education Association and serve as a delegate to the CEA/NEA representative assemblies.
5. The President shall communicate with membership through periodic meetings and publications.
6. The President shall be responsible for maintaining records of MOUs, TOMMIF fund, and individual salary notices. The President shall also be responsible for oversight of records provided by standing committees.

## **Section II - The Vice-President**

1. The Vice-President needs to be able to replace any chairperson of any standing committee when needed as directed by the president as well as to standing for the president in the president's absence.
2. The Vice-President will be responsible for arranging MEA representation at all regularly scheduled Board of Education meetings. Such representation will not express or comment on any issue at such meetings.
3. The Vice-President will attend Hartford County Council meetings.
4. The Vice-President may be requested to attend any Hartford County Advisory meeting.

## **Section III - The Secretary**

1. The Secretary shall keep an accurate account of the minutes of each meeting of the Association and of the Council, in books provided for this purpose.
2. The Secretary shall carry on the correspondence of the Association as directed by the President or the Representative Council.
3. The Secretary shall notify Council members and officers of all Council meetings. The Secretary shall also notify all members of the Association of meetings for the membership as a whole.
4. The Secretary shall issue reports of all Council meetings to all regular members through their Building Representatives.

## **Section V - The Treasurer**

1. The Treasurer shall receive and issue receipts for same.
2. The Treasurer shall pay all bills approved by the Council on written order of the President
3. The Treasurer shall keep on file all receipts, vouchers, etcetera, and keep records of all receipts and expenditures.
4. The Treasurer shall submit a financial statement to the Representative Council at each meeting.
5. The Treasurer shall submit a complete written report for the year at the September meeting of the Representative Council for the prior year if the annual meeting is not held.
6. In a collaboration with the entire Executive Board, the Treasurer shall prepare a tentative budget for the forthcoming year, which budget shall be

submitted not later than the May meeting of the Representative Council, and later published for the general membership.

**Article VII**  
**The Representative Council**

1. There shall be a Representative Council in which at least one representative shall be elected from each school; and one additional representative, shall be elected for every 30 members of major fraction of that number, in addition to the first twenty members in each school.
2. The group consisting of Special Personnel shall be entitled to one representative for its first 20 members and one representative for every additional 30 members or major fraction of that number. This group shall consist of such personnel as the President of the Association may designate. In determining entitlement to representation, the members of this group shall not be deemed to be associated with any school.
3. There shall be an alternate elected for each representative.
4. A. The members of the Representative Council shall be elected by the regular members of the Association from their particular schools or group not later than the first week in May to serve for a term of one year.  
B. At the same time Alternate Representatives shall be elected from each school or group.
5. The members of the Representative Council shall meet once a month at a place designated by the President of the Association for the purposes of:
  - a. Considering suggestions from the members of the Association.
  - b. Keeping members informed of the activities of the Association.
  - c. Prompting cooperation within the Association.
  - d. Planning activities of the Association, or making recommendations for committee activities to the various committees.
  - e. Planning activities as needed for augmenting the MEA Scholarship Fund.
  - f. Conducting such other business as may be necessary for the welfare of the Association.
6. It shall be the duty of the Alternate Representative to take the place of the Regular Representative when the Regular Representative is unable to serve.
7. One-half of the representatives and officers shall constitute a quorum.
8. Vacancies on the Representative Council shall be filled from the schools or group where such vacancies occur.
9. The Council shall elect three members of the Association, none of the

members of the Representative Council, at the April meeting to act as an auditing committee. This Committee shall audit the Treasurer's books and make a report at the June meeting of the Representative Council if the annual meeting is not held.

10. The meetings of the Representative Council shall be open to any member of the Association, but visiting members shall not vote on the business of the Council.

## **Article IX**

### **Standing Committees**

1. There shall be *eight* standing committees, namely Personnel Policies, Professional Rights & Responsibilities, Political & Legislative Action, Public Relations, Social and Membership, *EMAC and, Organizers*
2. *Those interested in serving on a committee must have held a teaching position in the Manchester Public School System for at least 2 years.*
3. *Committee shall serve for a minimum of 2 years.*
  - a. The duties of the **Negotiations Committee** shall be to carry on negotiations as prescribed in Section 10-153 of the Connecticut General Statutes and such other items involving personnel as may be directed by the Representative Council and the general membership, and to serve as a liaison group between the employees in the department of education of the town and their employers, the Board of Education. The Chair shall keep a central file of negotiations notes.
  - b. The duties of the **Political and Legislative Action Committee** shall be to investigate legislation pertaining to education, attend legislative hearings when deemed advisable, attend meetings for the discussion of appropriate educational legislation and to *inform members of pending legislation* for Association or individual action, *encourage participation in response to legislative actions*, to establish liaison with various politically active organizations/groups *by meeting and interviewing local individuals or groups and reporting back to the membership* , implementing programs of action to promote a better educational system in Manchester.
  - c. The duties of the **Public Relations Committee** shall be to provide publicity for the activities of the Association. These duties shall include *maintaining the MEA website*.
  - d. The duties of the **Social Committee** shall be to arrange for social functions of the Association including *the back to school and welcome*

*to new teachers social* and raffles at any scheduled social function.

The Social Chair will also be responsible for organizing the end of the year teacher retirement function.

- e. The duties of the **Membership Committee** shall be to promote unified membership, to take care of any necessary clerical duties regarding membership as may be indicated by the President and to keep a record of all members of the Association and furnish copies to the President, Secretary, and Treasurer.
- f. The duties of the **Professional Rights and Responsibilities Committee** shall be to assist in the processing of individual professional problems in the areas of both grievances and ethics and to carry out the responsibilities delegated to the Committee in implementing the established grievance procedures. There shall be at least one Association School Representative for each school building for the purpose of implementing the established grievance procedure in each school. Plural representatives shall be designated for the Junior and Senior High Schools in proportion to the number of professional staff members in each school. There shall be a representative for the Special Teachers. In schools with plural representatives one shall be designated as Senior Representative. The committee chair shall keep a centrally located log of grievances.
- g. **EMAC** The EMAC Chairperson provides outreach, support and information regarding current ethnic and minority initiatives and how they impact our children, families and schools. EMAC will provide a yearly workshop on topics such as but not limited to: poverty and its societal effects, unconscious bias, courageous conversations, cultural differences and approaches to education, supporting and nurturing teachers of color in our community. EMAC will recommend at least two books per year to read and have a book club conversation on at least one book. EMAC will support any school struggling with racial issue providing support and education to deal with such issues. Monthly meetings will be conducted to provide space and opportunities to carry out its charges.
- h. The duties of the **Member Engagement Committee** are to partner with Building Reps. To facilitate ten minute meetings as well as one to ones especially for new teachers. Facilitate member engagement activities. Develop and coordinate with the political coordinator to arrange political action campaigns. Strengthen internal organizing structure. Develop and coordinate local trainings in areas such as but

not limited to New Teacher assistance, PDEC, Degrees not Debt, Member Benefits. Develop an activities calendar for the year based on members needs and wishes to be posted on the website.

4. The members of each committee shall be named by its chairperson from the active membership of the Association and shall be presented to the Representative Council at the Council meeting in October. Each chairperson may determine the size of the committee, except that the Personnel Policies and Professional Rights and Responsibilities Committee shall consist of not less than nine members to be appointed in such a manner as to reflect the appropriate numerical proportions existing among the Elementary, Junior High School and Senior High School divisions. Members of these committees shall be appointed to serve for one year
5. It shall be the duty of the chairperson to preside at all committee meetings, receive suggestions from the Representative Council, and report to the Representative Council and the Association through the monthly member newsletter.
6. It shall be the duty of the chairperson of each committee to keep accurate records of each committee meeting
7. Each chairperson(s) shall submit an annual report which shall include minutes of committee meetings no later than the June Executive Board meeting.

## **Article X**

### **Executive Board**

#### **Section I**

The officers and permanent committee chairpersons shall constitute the Executive Board of the Association. A majority of the Executive Board members shall constitute a quorum.

#### **Section II**

The Executive Board shall have the powers of the Representative Council between its meetings.

#### **Section III**

The acts or recommendations of the Executive Board shall be subject to confirmation by the Representative Council at its next regular meeting.

#### **Section IV**

1. The President shall have his/her teaching assignment reduced as provided by Article XXVIII, F. of the agreement between the Manchester Board of Education and the MEA.
2. All members of the Executive Board shall receive a salary set by the Representative Council.
3. The Representative Council shall set the salaries for the following year at its May meeting, based on a recommendation from the Treasurer and the Elections Committee.

#### **Section V**

**All Memorandums of Understanding must be agreed upon and voted on by a Majority of the Executive Committee. MOUs other than those that are of a personal nature shall be presented to the Representative Council.**

#### **Article X**

#### **Parliamentary Authority**

Statements of parliamentary authority for the Association shall be *Robert's Rules of Order*.

#### **Article XIII**

#### **Amendments**

1. An amendment in the Constitution may be proposed by a petition signed by one-third of the regular members of the Association or by the Representative Council when such amendments have been proposed in two consecutive regular meetings.
2. Upon receipt of such petition or recommendation, the Representative Council shall conduct a referendum of all members, two-thirds of those voting being necessary to amend or revise any part of the Constitution.

#### **Article XIII**

## **Scholarship Fund**

The Manchester Education Association shall maintain a scholarship fund which shall be used for the awarding of scholarship(s) to senior students of Manchester High School. The Association shall act in cooperation with the Manchester Scholarship Foundation in making the awards commensurate with the available funds.

### **BY LAWS**

- I. Statements of M.E.A. policy may be authored only by the M.E.A. Representative Council acting as a body, or the M.E.A. membership acting as a body, or in case of emergency, the M.E.A. Executive Board acting as a body.
- II. Any releases or communication coming from the M.E.A should be signed and the position of the individual should be identified.
- III. Releases, other than to the M.E.A. membership and the general staff, will be made only with approval of the M.E.A. Representative Council acting as a body, or the M.E.A. Executive Board acting as a body, or the M.E.A. general membership acting as a body, or in case of emergency, the President Informational releases will be cleared by two of the following members of the Executive Board: the President, the 1 Vice-President, or Public Relations Chairperson.
- IV. Only the M.E.A. President, or the M.E.A. P.P.0 Chairperson, or the M.B.A. PRR Chairperson may contact the C.E.A. lawyer after consulting with the UniServ Representative.