

AGAWAM EDUCATION ASSOCIATION
CONSTITUTION & BYLAWS
including POLICY BOOK
2019-2020

ARTICLE I: **Name**

The name of this organization shall be the Agawam Education Association, hereinafter referred to as the "Association."

ARTICLE II: **Objectives**

We the members of this Association in order to fulfill our responsibilities to society and to our profession do hereby adopt the following:

SECTION 1: General Objectives

- A. To promote the interest of the schools in Agawam.
- B. To promote within the teaching group the highest type of professional practices; to urge and encourage active participation of all teachers and teacher assistants in the solution of school problems; to urge every member of the profession to be a progressive student of education; and to arouse allegiance to a genuine spirit of professional ethics
- C. To act as the bargaining agent for the teachers and teacher assistants with the School Committee.
- D. To cooperate with county, state, and national education associations.

SECTION 2: Specific Objectives

The Executive Board is authorized and directed to establish specific objectives within the framework of the general objectives within the framework of the general objectives in Section I above. These specific objectives shall be reviewed annually, revised if necessary, and published.

ARTICLE III: **Membership**

SECTION 1: Agawam Education Association membership shall be comprised of teachers, department chairmen, guidance counselors, librarians, school psychologists, and teacher assistants.

SECTION 2: Active members of the Association shall be members of the Massachusetts Teachers Association, and the National Education Association.

SECTION 3: Active membership shall be continuous until the member leaves, resigns from the Association, or fails to pay membership dues.

SECTION 4: Honorary membership is to be conferred upon retired teachers and teacher assistants by a two-thirds (2/3) vote of the Executive Board or a general meeting of the membership.

SECTION 5: Only members as defined in Section 1, 2, 3, and 4 of this Article III shall have the privilege of voting and holding office in the Association.

SECTION 6: A retired teacher or teacher assistant may continue the privilege of voting and holding office in the Association for one full school year following the completion of the year during which retirement is taken.

SECTION 7: (Except as provided for in Section 4 - 6 above), the membership year shall be from September 1 to August 31. A member may elect to be a continuing member. Membership shall then be continued from year to year until death, retirement, or a member cancels election with a sixty (60) day notice in writing. The current membership lists will be updated by December 31 each year.

ARTICLE IV: **Officers, Directors, and Coordinators**

SECTION 1:

- A. The elective offices of the Association shall be President, Secondary Vice President (9 - 12), Intermediate Vice President (5 - 8), Elementary Vice President (Early Childhood - 4), Secretary, Accountant Liaison, and Unit B Coordinator. There will also be an appointed (hired) Executive Director, and two (2) appointed (hired) Membership Coordinator one (1) for ECC-Elementary and one (1) for Middle-High Schools, and an appointed (hired) Technology Communication Coordinator.
- B. The Officers, Executive Director, and Coordinators of the AEA shall be compensated. Compensation changes shall be established by the Executive Board and approved by the AEA membership (Attachment A). The Association will hire a private accounting firm to manage all AEA finances. The Association will hire a private payroll company to manage all AEA stipends.
- C. In addition to said duties, the compensated members of the Executive Board are expected to attend at least fifty percent (50%) of scheduled Executive Board meetings.

SECTION 2: Powers and Duties of Officers, Directors, and Coordinators

A. President

- 1. The President shall preside at all Association and Executive Board meetings.
- 2. He/she shall be a member ex-officio of all committees, supervise all plans for the efficient work of the Association and performs such duties as usually devolve upon the President.
- 3. He/she shall submit an annual report to the members of the Association at the annual spring meeting.
- 4. He/she shall be the Executive Officer of the Association except when it employs an Executive Director. (The Executive Director is defined as the person who carries out the policies of the Association.)
- 5. He/she shall serve a term of office for two (2) years.
- 6. He/she shall request chairpersons of various standing committees to give progress reports at Executive Board meetings.
- 7. He/she shall call the first meeting of each committee on an as needed basis.

8. He/she shall provide for the preparation of an agenda for Executive Board meetings.
9. He/she shall appoint members to fill vacancies.

B. Secondary, Intermediate, and Elementary Vice Presidents

1. Either Vice President shall assume the duties and responsibilities of the President in case of his/her absence or at his/her request.
2. The most senior Vice President in terms of seniority in his/her current term shall become President in the event the office of President is vacated. He/she shall serve as President until the next election of officers.
3. Each Vice President shall be elected by levels as follows:
 - a. The Secondary Vice President shall be elected by the teachers and teacher assistants of the secondary level, and represent that level (9 - 12).
 - b. The Intermediate Vice President shall be elected by the teachers and teacher assistants of the intermediate level and represent that level (5 - 8).
 - c. The Elementary Vice President shall be elected by the teachers and teacher assistants of the elementary level, and represent that level (Early Childhood - 4).
4. Each Vice President shall serve a term of office of two (2) years; said terms expiring on alternating years.
5. The Vice Presidents may serve as ex-officio members of all committees.
6. The Vice Presidents shall share the responsibility for supervising the communication of information to the membership through AEA Newsletter or any format which may be considered necessary.

C. Recording Secretary

1. He/she shall be responsible for the records and minutes of the general and Executive Board meetings.
2. All elected/appointed officials/chairpersons shall submit a month by month detailed description of his/her respective duties before leaving office.

D. Accountant Liaison

1. The Liaison shall be responsible for depositing all dues and funds of the Association in the bank.
2. He/she shall be responsible for the payment of dues to the Massachusetts Teacher Association and the National Education Association by requesting these funds from the accounting firm hired by the Association.
3. He/she shall prepare and file the quarterly local support statements with the MTA.
4. He/she shall serve a term of office for two (2) years and shall be a voting member of the Executive Board.
5. He/she shall present a monthly written statement on the financial status of the Association supplied by the accounting firm hired by the Association to the Executive Board.
6. He/she shall be responsible to coordinate and disperse payroll checks and tax statements supplied by the payroll company hired by the Association.

E. Membership Coordinator

1. The Membership Coordinators will work in tandem with the Accountant Liaison and oversee the continuing membership enrollment.
2. They will maintain and update membership rolls.
3. They will distribute and collect new member MTA forms.
4. They will collate information with the Accountant Liaison so that members' dues paying status is properly maintained.

F. Technology Communication Coordinator

1. He/she shall oversee technology and communication for the AEA.
2. He/she shall be under the supervision of the President and Executive Director.
3. He/she shall develop the technology to facilitate communication among the AEA membership.
4. He/she shall maintain and upgrade the existing technology of the AEA.
5. He/she shall be a voting member of the Executive Board.
6. Every 2 years a formal review by the Executive Board will be required. At this time a majority vote would be needed for his/her removal.

G. Unit B Coordinator/ Assistant Coordinator

A. Unit B Coordinator

1. He/She shall be under the direction of and responsible to the Executive Board.
2. The Unit Coordinator shall be elected by the Teacher Assistants (hereinafter referred to as Unit B).
3. He/She shall serve a term of office for two (2) years.
4. He/She shall prepare and keep on file a correct list of names, addresses, and telephone numbers of the membership.
5. He/She shall be responsible for the dissemination of pertinent information to all Unit B members.
6. He/She shall serve as Chair of the Salary Committee of Unit B.
7. He/She shall act as liaison from Unit B to the Executive Board and report any problems or concerns at regular Executive Board meetings.
8. He/She shall call a Unit B General Meeting no later than October 1.

B. Unit B Assistant Coordinator

1. He/She shall be under the direction of and responsible to the Executive Board
2. The Assistant Coordinator shall be elected by Unit B members.
3. He/She shall serve a term of office for two (2) years (opposite the election year of Coordinator).
4. Assistant Coordinator shall assume the duties and responsibilities of the Coordinator in case of his/her absence or at his/her request.
5. He/She shall become Coordinator in the event that office is vacated. He/She shall as Coordinator until the next election of officers.
6. He/She shall be responsible for the records and minutes of any Unit B meetings.
7. He/She shall share the responsibility with the Coordinator for supervising the communication of information to the membership

through AEA Newsletter or any format which may be considered necessary.

H. Executive Director

1. He/she shall be under the direction of and responsible to the Executive Board.
2. He/she shall supervise and coordinate the administrative and professional activities of the Association.
3. He/she shall be responsible for relationships with affiliated education associations and with Association members when possible.
4. He/she shall attend meetings of the Executive Board. Membership shall be purely advisory with no voting privileges.
5. He/she shall submit a report at the annual spring meeting of the Association.
6. He/she shall be responsible for the preservation of records and minutes of the Association.
7. He/she shall continue to hold office unless relieved by a majority vote of the entire Executive Board or until he/she resigns.
8. Every three (3) years a formal review by the Executive Board will be required, at this time a majority vote would be needed for his/her removal.
9. He/she shall be a member in good standing of the Agawam Education Association (AEA), Massachusetts Teacher Association (MTA), and the National Education Association (NEA).
10. He/she shall maintain official files and assist the President with Association correspondence.
11. He/she shall be a member, ex-officio of all standing committees and special committees. Membership shall be purely advisory with no voting privileges.

I. Board of Directors

- a. The officers of the Association shall meet on a regular basis between the Executive Board meetings in order to facilitate communication, and to act on emergency matters. Committee chairmen shall be invited to attend when necessary.

SECTION 3: New officers shall assume office on July 1st and new officers be introduced during the General Membership Meeting in September.

ARTICLE V: **Executive Board**

SECTION 1: The Executive Board shall consist of the officers of the Association, the Building Representatives (who shall be elected within each building), the Chairperson of each standing committee, and the immediate past President. It shall be the executive authority of the Association.

SECTION 2: Power and Duties

- A. The Executive Board shall hire an Executive Director.
- B. Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association and shall carry out policies of the Association.
- C. It shall direct the expenditure of such funds as may be required to carry out the work of the Association.

- D. It shall adopt an annual budget for the operation of the Association. It shall have the accounts of the Association audited annually.
- E. It shall create committees to perform such duties as may be assigned to them and at its discretion may continue such committees.
- F. It shall report its transactions to the general membership and suggest policies for consideration by them.
- G. It shall vote on all Memoranda of Agreement, presented by the President of the Association, which affect the current contract language.
- H. Dismissal
 - 1. Whenever a majority of the Executive Board shall agree that an officer with an exception of the Executive Director is incapacitated or has been grossly negligent in his/her duties as defined by these bylaws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership so votes by two-thirds (2/3) majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.
 - 2. Any active member may submit in writing a request to have the Executive Board consider the dismissal of an officer. The written request must contain reasons.

SECTION 3: The President shall call the first meeting of the school year in September. At this meeting the Executive Board shall establish its calendar of meetings for that school year. This calendar will include at least 6 meetings. The Executive Board may also meet at the discretion of the President.

SECTION 4: The term of office for Executive Board members shall coincide with the term of the constitutional offices that they hold.

SECTION 5: All business shall require a majority vote of members present and voting.

ARTICLE VI: **Building Representative**

SECTION 1: Terms and Allotments

- A. In each public school in Agawam members in good standing of the Association shall elect Unit A members for a term of three (3) years to act as building representatives to sit on the Executive Board.
- B. The building representative allotments will be based on Unit A Association Members per building. *Two (2) representatives for the first twenty-five (25) Association members plus one representative for every additional twenty-five Association members or portion thereof.* There shall be at least one (1) representative from each building.

SECTION 2: Duties

- A. Building representatives shall be members of the Executive Board.
- B. They shall be in charge of the membership drive.
- C. They shall be responsible for distributing Association communications to the members of their respective buildings, for keeping their members informed, and shall further act as liaison from the members of their respective buildings to the Executive Board.

SECTION 3: Building representatives may be removed by a two-thirds (2/3) vote of the Association members of that building present and voting.

SECTION 4: Building Representatives will get their local dues that they pay back at the end of the school year if they attend at least 50% of the meetings and perform all of the building rep duties assigned to them.

ARTICLE VII: **Nominations and Elections**

SECTION 1: Any active member of the Association shall be eligible to hold office in the Association. To be considered for President a member would need three years of prior experience on either the Executive Board or AEA Subcommittees, experience with MTA or with any other union organization will be considered.

SECTION 2: Names of candidates for the five offices shall be submitted to the members by the Election Committee either at a general meeting or in a memorandum at least two weeks prior to elections. Building representatives shall be in charge of the voting in their respective buildings. Ballots will be counted at the close of the school day by the Election Committee. The elections shall take place in the spring with results reported.

SECTION 3: Building representatives will be nominated and elected by secret ballot in their respected buildings.

SECTION 4: Should an office be vacated by resignation for any reason, a special election will be held as soon as candidates are nominated for the office.

ARTICLE VIII: **Meetings**

SECTION 1: General Membership Meetings

- A. The annual meeting shall be held in May unless ordered otherwise by a majority vote of the Executive Board. The time and the place shall be posted in each building in writing at least two weeks prior to the meeting.
- B. There shall be two (2) general membership meetings each school year. One shall be held on the first day of the school year and the second in May. A tentative agenda shall be prepared for each meeting by the President.
- C. All business of a general membership meeting shall require a majority vote of the members present and voting with the exception of the contract ratification, dismissal of an officer, and amendments to the Constitution & Bylaws.
- D. Ratification of Unit "A" contract shall require a two-thirds (2/3) majority vote of those members comprising Unit "A" voting. Voting shall take place by secret ballot in each building and be delivered to the Executive Board to be tabulated.
- E. Ratification of Unit "B" contract shall require a two-thirds (2/3) majority vote of those members comprising Unit "B" voting. Voting shall take place by secret ballot in each building and be delivered to the Executive Board to be tabulated.
- F. The contract tentative agreement must be made available to the membership at least 10 school days before the ratification meeting.
- G. The contract ratification meeting may not take place between the last day of school in June and the first day of school in September.

SECTION 2: Executive Board Meetings

- A. The Executive Board shall meet will include at least 6 meeting during the school year on a schedule to be determined by the Board.
- B. Additional meetings shall be called by the Secretary at the request of the President of any three (3) Board members.
- C. Members of the Executive Board are expected to attend at least fifty percent (50%) of scheduled Executive Board meetings.

SECTION 3: Special meetings of the general membership may be held at the call of the President or upon written request to the Executive Board from ten percent (10%) of the membership. Business to come before Special Meetings must be stated in the call which shall be sent in writing to each Building Representative for distribution to each member. Business shall be confined to these items.

SECTION 4: Quorum

- A. A quorum of fifty (50) members shall be necessary to begin AEA General Meetings but remain unchallengeable until below thirty (30) members in attendance.
1. A general membership meeting for teacher assistants will require are quorum of ten (10) members but remain unchallengeable until below five (5) members are in attendance.
- B. A majority of the members of the Executive Board present shall constitute a quorum for the transaction of the business of the Board.
 - C. A majority of their members shall be a quorum for the Standing Committees and/or Special Committees.
 - D. Those officers with ex-officio status shall be counted if present in determination of Standing Committees or Special Committee quorum.

ARTICLE IX: **Standing Committees**

SECTION 1: There shall be the following Standing Committees having the specific functions as outlined below:

- A. Each committee shall consist of two (2) building representatives for the first twenty-five (25) Association members plus one representative for every additional twenty-five Association members or portion thereof. If there are no volunteers from any school, that school shall be without representation.
- B. A representative may serve unlimited terms.
- C. A member may represent his building on more than one (1) committee.
- D. Each committee with the approval of the Executive Board may organize from the membership special subcommittees and task forces for specific activities.
- E. Each committee shall elect a chairperson.
- F. The Chairpersons of the P.R.& R., Negotiation, and Social Committees shall be compensated. Compensation changes shall be established by the Executive Board and approved by the AEA Membership (Attachment A).
- G. All Standing Committees shall be responsible to and subordinate to the Executive Board unless otherwise specified in the Constitution & Bylaws.

SECTION 2: Each Standing Committee shall meet according to a calendar established by Standing Committee Chairpersons. Special meetings may be called by the chairpersons.

SECTION 3: Each Committee shall choose a secretary who shall record all activities of the committee. The Chairperson shall report to the general membership meetings any action items. He/she shall prepare an annual written report which the Executive Board shall file as part of the records of the Association.

SECTION 4: Titles and Duties

A. Constitution and Bylaws

1. It shall prepare amendments to the Constitution & Bylaws suggested by Association members and to present these proposals to the general membership for action.
2. All amendment proposals to the Constitution & Bylaws shall be submitted to the Constitution Committee with the name of the person or persons making the proposal.
3. All proposed amendment changes shall be submitted to the Constitution Committee by the first Friday of February of each year.

B. Education Committee

1. It should discuss any educational matters which are of concern to teachers and teacher assistants.
2. It shall perform any research needed on items under discussion. Research materials shall be referred to the proper department.
3. It shall handle any material referred by the Superintendent or Assistant Superintendent, such as in-service courses wanted, planning for release time days, etc.
4. It shall facilitate communications among teachers, teacher assistants, administration, and School Committee.
5. It shall plan a program for National Education Week.

C. Election Committee

1. It shall supervise and conduct the nominating and election process for all elective offices of the Association with the exception of the Executive Secretary, the Accountant Liaison and the Membership Coordinator, who are appointed (hired) by the Executive Board.
2. The nominations procedure for candidates seeking elective office shall be determined by the Election Committee.
3. It shall be responsible for securing candidates for each of the elective offices.
4. The names of the candidates for elective office together with information about each candidate shall be published no later than two (2) weeks preceding the date of the election.
5. The committee shall be responsible for meeting the requirements of Special Elections.
6. It shall conduct all elections by secret ballot.
7. To be elected a candidate must have received a majority of the votes cast or a plurality if there are more than two candidates for an elected office.

D. Grievance Committee

1. It shall aid and represent all the AEA members in the Agawam School System in resolving grievance matters as outlined in the Unit "A" and Unit "B" contracts.
2. The committee shall decide the matter of the grievance.
3. It shall keep abreast of grievance situations, inform the teachers and teacher assistants of grievance procedures in the contracts, and inform them of all legal rights and responsibilities.
4. Grievance committee meetings shall be closed to all but committee members except those specifically invited by the committee via majority vote.
5. Minutes of all meetings are not to be circulated outside the committee meetings and will always be in the possession of the committee's Secretary, who will show them to the committee members on request. A copy of the minutes will also be given to the chairperson and the Executive Director.

E. Public Relations Committee

1. It shall publicize information with the objective of service to teachers and teacher assistants and to the cause of public education.
2. It shall be responsible for the Agawam Education Association newsletter via AEA webpage.

F. Negotiation Committees

1. It shall determine through research and membership polling the proposals on salary, hours, and working conditions which shall be used in collective bargaining.
2. It shall elect a chairperson pro-term at its first meeting who shall act as chairperson until the negotiating team is chosen.
3. The negotiating team shall elect a chairperson who then automatically becomes a permanent chairperson of the Negotiations Committee.
4. The negotiating team shall perform the actual negotiating.
5. All contract proposals arrived at via negotiations by the Negotiations Committee shall be presented to the Executive Board prior to ratification by AEA.
6. The Executive Board shall vote to favor or oppose contract proposals. Contract proposals shall then be submitted to AEA membership with the results of the Executive Board vote attached.
7. Unit "B" shall be the second of the two Negotiation Committees.
 - a. Unit "B" shall be comprised of teacher assistants.
 - b. Unit "B" shall negotiate a contract affecting "B" Unit membership.

G. Insurance Committee

The committee shall research and investigate insurance programs that affect the general membership.

H. Political Action Committee

1. It shall have broad concern for local, state, and national legislation affecting the interest of the schools, teachers, teacher assistants, and Association.
2. It shall encourage members to exercise their civic and political rights and keep them informed about new legislation.
3. It shall be the responsibility of this committee to study candidates who are friends of education; to study pending legislation and promote activities in the support of desirable legislation; to educate members on the civic rights and responsibilities

of teachers and teacher assistants; and, to develop programs that will encourage participation.

I. Social Committee

1. It shall promote activities aimed at increasing the congeniality of the membership.
2. It shall raise funds to support Association activities.

SECTION 5: Each year the President may appoint such other committees as may be necessary and shall discharge them upon completion of their duties.

ARTICLE X: Finance

SECTION 1: The annual dues shall include dues as assessed by the Association, the Massachusetts Teachers Association, and the National Education Association payable on or before December 1st. Payroll deductions can be arranged for payment of dues.

- A. Decision on payroll deduction must be made before October 1 unless hired after this date.
 - B. Persons on payroll deduction who obtain a leave of absence during the school year are responsible for notifying the Accountant Liaison and making arrangements to pay the balance of their dues by June 30.
 - C. Cash payment of membership dues must be paid in full by December.
1. Any person who has not paid a cash payment in full by that date or who has not signed up to pay on payroll deduction by December 1 will automatically be sent a letter on December 2. He/She will be given ten (10) days to pay membership dues in full, or to pay the agency fee.
 2. Members who make a cash payment of their dues shall receive a receipt of payment from the Accountant Liaison.

SECTION 2: The annual dues assessed for the Association shall be determined by a majority vote of the Executive Board.

ARTICLE XI: Amendment Process

SECTION 1: The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the general membership present and voting at any regular meeting of the Association provided that copies of the proposed amendments have been sent to all members of the Association at least two calendar weeks in advance of the general membership meeting.

SECTION 2: The Constitution and Bylaws Committee shall be responsible for amendment proposals. The committee shall present all proposed amendments to the Executive Board prior to sending them to general membership.

SECTION 3: The Executive Board will vote to favor or oppose proposed amendments. Proposed amendments will then be submitted to the membership with the results of the Executive Board vote attached and with a statement of reasons why the amendment was favored or opposed.

ARTICLE XII: Rules and Procedures

SECTION 1: Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

SECTION 2: The President shall appoint a Parliamentarian who shall attend all general membership and Executive Board meetings of the Association.

Attachment A

Compensation Schedule

The Officers, Executive Director, and Committee Chairpersons of the AEA shall be compensated according to the following schedule:

\$5750 Executive Director
\$5750 President
\$1000 Secretary
\$850 Secondary VP
\$850 Intermediate VP
\$850 Elementary VP
\$1500 Unit B Coordinator
\$500 Unit B Assistant Coordinator
\$575 P.R. & R. Chair
\$575 Negotiations Chair
\$599 Social Comm. Chair
\$1500 Membership Coordinators (split evenly \$750)
\$1000 Technology Communication Coordinator
\$500 Accounting Liaison

**AGAWAM EDUCATION ASSOCIATION
POLICY BOOK**

The Agawam Education Policy Book should include all Executive Board and Standing Committee policies. The policies should not conflict with any area of the AEA Constitution.

1. [10-11-83] Editorial Policy Committee: All letters for the editorial page of the *AEA Voice* must be submitted for screening to the AEA Executive Board, who will be responsible for making the final decision as to whether or not to print any letter.
2. [9-1-15] Attendance for the June AEA Executive Board dinner meeting; only Board members who have attended the required attendance of fifty percent (or 3 meetings) of the scheduled Board meeting will have their dinners paid for by the AEA.
3. [4-10-84] There will be an annual AEA Friend of Education Award presented to the recipient at the General Meeting in September. The decision as to the recipient of the award will be made by the Executive Board.
4. [5-8-84] Reimbursement of unbudgeted expenses will be by the majority vote of the Executive Board at the first meeting following the expenditure.
5. [6-12-84] Attendance at the MTA Summer Leadership Conference at Williams College is open to any AEA member in good standing. First-time participants will have all fees paid by the AEA. Repeat participants will share equally in the remainder of the funds budgeted for the conference and will personally assume responsibility for paying any remaining fees.
6. [9-1-15] Effective September 1, 2015, all paid elected and appointed officers will be paid on a quarterly basis unless deemed otherwise by the Executive Board.
7. [6-10-85] The AEA will give an excellence in scholarship plaque to the high school valedictorian each year. The AEA will also purchase a large plaque to be kept at the high school for the purpose of honoring the valedictorians over the years. Each year the name of the valedictorian of the senior class will be inscribed on the plaque.
8. [9-10-85] If an AEA member dies prior to retirement, a memorial donation of fifty dollars (\$50.00) and a condolence card will be sent to the family of the deceased.
9. [9-10-85] If there is no contract by the first teaching day of school, the membership will be ready to picket unless otherwise directed by the Salary Committee.
10. [10-2-85] A representative of the Executive Board will meet with any new employee by the fifteenth day of employment to clarify the contract. (see also below #23)
11. [10-15-91] TASC meetings: Any AEA member in good standing may attend the TASC dinner meetings at the AEA expense.
12. [2-28-92] Members responsible to provide refreshments at the Executive Board meetings will be reimbursed by the AEA Accountant Liaison for expenses incurred.

13. [5-18-93] Election procedure for the election of officers:
 - a. Each member will receive a list of candidates and an explanation of the voting procedure three days prior to the election.
 - b. Members of the Election Committee and the Executive Board may help conduct the election.
 - c. Each member will be asked to sign a registration sheet when submitting his/her ballot.
 - d. The ballots must be submitted to the Election Committee by 4 pm on voting day.

14. [5-18-93] The Parliamentarian will be present at all Executive Board, General, and Special meetings.

15. [5-18-93] There will be a Teachers' Speak Time of fifteen (15) minutes at the beginning of each Executive Board meeting. The Executive Board will take under advisement any suggestions or questions raised at the Teachers' Speak Time. The Board will then discuss the issues at the same Board meeting, taking a vote if necessary, and will send a written response to the teacher who raised the issue.

16. [5-18-93] Proposed amendments to the AEA Constitution must be signed by the maker and submitted in writing to the Constitution and By-Laws Committee Chairperson and the Executive Director no later than the first Friday of February. The proposals will be presented to the Executive Board for a vote no later than the April Executive Board meeting.

17. [5-18-93] The opening of negotiations will be the responsibility of the Executive Board. Once the Board has voted to do so, the Secretary will send a letter to the School Committee requesting that negotiations between parties be opened. A copy will go to each of the following: the President, the Executive Director, and the Chairperson of the Negotiations (Salary) Committee. The same persons will be notified by the Secretary when a response to the request is received.

18. [6-9-98] A meeting will be held at the beginning of the school year for all newly hired teachers and teacher assistants to apprise them of school system policies and practices, as well as contract items that all should be aware of as soon as possible. All who attend will be asked to sign a register as proof of notification.

19. [9-6-17] AEA Scholarship Recipients will be presented full scholarship check at the AHS Awards Night.

20. [9-3-19] Memorandum of Understandings/Agreements with the District, once approved by the Executive Board, will require two signatures; the current AEA President and Executive Director's signatures.