

Association of Professional Administrators

Bylaws

ARTICLE I Name of Association

The name of the association shall be the Association of Professional Administrators 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 so hereby adopt the following:

- Section 1. General Objectives:
- A. To maintain and improve the quality of education for all.
 - B. To uphold high professional standards to advance the socioeconomic well-being of educators.
- Section 2. Specific Objectives: The Executive Board is authorized and directed to establish specific objectives within the framework of the general objectives in Section 1 above.

ARTICLE III Membership

The Association of Professional Administrators shall continue active membership to those members laid off due to a reduction in force with reduction in dues of fifty (50) per cent. Such eligibility for active membership shall continue as long as such persons are eligible to be recalled or for three (3) years, whichever is longer.

- Section 1. Active members are those who are engaged in work of a professional nature in the field of Massachusetts public higher education and whose position is included in the then current Certification of Representation.
- Section 2. Active membership shall be continuous until the member leaves, resigns from the Association, or fails to pay membership dues.
- Section 3. Adherence to the Code of Ethics of the Education Profession shall be a condition of continuing membership. According to procedures adopted by the membership, the Executive Board may suspend from membership or expel any member who has been found to be in violation of the Code of Ethics of the education profession.
- Section 4. Only active members as defined in Section 1 of this Article III shall have the privilege of voting and holding office in the Association.
- Section 5.
- A. The membership year for the Massachusetts Teachers Association shall be from July 1 to June 30. A member joining through the Association of Professional Administrators may elect to be a continuing member. Membership shall then be continued from year to year until death, retirement, or the member cancels the election with a 60-day notice in writing. The current membership lists will be up-dated by December 31 of each year.
 - B. The Association shall submit annually to the Massachusetts Teachers Association, prior to July 1, a list of its officers and addresses, as well as a copy of the bylaws with any changes or amendments made in the preceding year.

- C. The Massachusetts Teachers Association has set an April 1 cut-off date for membership renewals and new enrollment, effective with the 1977-78 year.

Any renewals or new member enrollments received after April 1 will be placed on a complimentary mailing list and their requests for membership will be held to be processed for the coming year.

ARTICLE IV Officers

Section 1. The officers of a local association shall be the President, a Vice-President, a Secretary and a Treasurer.

Section 2. Powers and Duties of Officers

A. The President

- (1) The President shall preside at meetings of the Executive Board and the general membership.
- (2) He/she shall appoint the Chairman and members of standing committees and special committees.
- (3) He/she shall perform all other functions usually charged to this office.

B. Vice-President or President-Elect

- (1) The Vice-President shall serve as Vice-President of the Association and shall perform the functions usually ascribed to that office.
- (2) He/she shall meet regularly with Committee Chairman to discuss committee activities.
- (3) He/she will prepare committee progress reports for the members.

C. Secretary

- (1) The Secretary shall keep accurate minutes of all meetings of the Executive Board and of the general membership meetings.
- (2) He/she shall maintain official files, and shall assist the President with the association correspondence.
- (3) He/she shall at least a week prior to a regularly scheduled Executive Board meeting send to each chapter a copy of the minutes of that meeting.
- (4) He/she shall within seven calendar days following an Executive Board meeting send to each Chapter a copy of the agenda for that meeting.

D. Treasurer

- (1) The Treasurer shall hold the funds of the Association and disburse them in accordance with budgeted authorization.
- (2) He/she shall bill the membership for all annual dues, collect dues through the membership committee in each building and transmit amounts due the Massachusetts Teachers Association and the National Education Association.

- (3) He/she shall maintain a roll of the members.
- (4) He/she shall keep an accurate account of receipts and disbursements, and shall report to each meeting of the general membership. Payments shall be made in accordance with an agreed upon schedule and shall be completed not later than sixty days in arrears of the final date in said plan.
- (5) If the Association fails to complete payments in accordance with previously agreed upon schedule it shall be assessed an interest charge on the unpaid balance. Such interest shall be determined by the Massachusetts Teachers Association.
- (6) All disbursements over \$500. shall be counter-signed by the President of the local association.
- (7) He/she shall prepare an annual financial statement for publication to members as directed by the Executive Board.
- (8) He/she shall keep the President and the Executive Board informed of the financial condition of the Association and assist the Executive Board in the drafting of the annual budget.
- (9) He/she shall be bonded.

Section 3

Terms and Succession

The terms of the President, Vice-President, Secretary, and Treasurer shall be concurrent with the contract. Election of these offices shall be held within sixty (60) days after the ratification of a new contract and shall continue for the duration of a new contract. Officers may run for re-election.

Section 4

New officers shall be installed within thirty (30) days following an election.

ARTICLE V
Executive Board

Section 1

Consist of the statewide officers and Presidents of each chapter. It shall be the executive authority of the Association. A statewide officer may also be a chapter president.

Section 2.

Powers and Duties of the Executive Board

- A. 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.
- B. It shall report its transactions to the general membership and suggest policies for consideration by them.
- C. It shall adopt and annual budget for the operation of the Association. It shall have the accounts of the Association audited annually.
- D. The Executive Board shall have the power to employ a staff for the efficient management of the Association and adopt personnel policies for this staff.
- E. It shall establish committees and create policies governing them.
- F. Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his/her duties as defined in these Bylaws, it shall recommend immediately to the general membership so votes by two-third (2/3)

majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

G. The Executive Board shall establish its own operating rules and procedures.

ARTICLE VI Affiliation Only

- Section 1. No person shall be admitted to or be continued as an active member in the Association who is not also a member of the Massachusetts Teachers Association and the National Education Association.
- Section 2. Applications for affiliation to the Massachusetts Teachers Association or the National Education Association shall be made in writing by the President or the secretary of the organization seeking admission. This application shall be accompanied by a list of the officers, and their addresses and by a copy of the Bylaws which shall be subject to the approval of the Massachusetts Teachers Association.
- Section 3. Every local association shall submit annually to the Massachusetts Teachers Association (prior to July 1):
- A. A list of its officers and their addresses.
 - B. The names and addresses of all members on an official enrollment form furnished by the Massachusetts Teachers Association.
 - C. A statement setting forth all amendments or changes in its Bylaws during the preceding year.
- Section 4. Eligible associations shall be admitted by a majority vote by the Executive Committee of the Massachusetts Teachers Association. Effective July 1, 1974, as a condition of eligibility, the Association shall include in its Bylaws a provision for a combination of local, state and National Education Association memberships.

ARTICLE VII Chapter and Chapter Representatives

- Section 1. The Association shall consist of chapters, each state college being a chapter.
- Section 2. Each chapter shall create its own local organization with its own officer and Bylaws. All Chapter Bylaws must conform to the a Bylaws and Constitution of the APA, the MTA, and the NEA.
- Section 3. Each chapter must have at least two officers, one of whom will be designated as President.
- Section 4. The President of each chapter will be the Chapter representative to the Executive Board.

ARTICLE VIII
Nominations and Elections of Delegates

- Section 1. The Massachusetts Teachers Association Annual Meeting shall include the 2nd Saturday of May unless ordered otherwise by a two-thirds vote of the MTA Board of Directors.
- A. Any member is eligible to be a candidate for office or delegate to the Annual Meeting.
 - B. Each candidate must be nominated and elected according to regulations set by the Massachusetts Teachers Association.
 - C. Each local affiliated association shall be entitled to a representation of two delegates and one additional delegate for every fifty members over fifty or major fraction thereof based on the official members established by the Executive Committee as of March 1.
 - D. The Association shall submit to the Massachusetts Teachers Association a list of names and addresses of such delegate.

ARTICLE IX
Meetings

- Section 1. Executive Board
The Executive Board shall meet at least 8 times per year on a schedule to be determined by the Executive Board. Three members of the Executive Board may request additional meetings.
- Section 2. General Membership Meetings
There shall be at least one general membership meeting each year which shall be determined by the Executive Board. The Executive Board shall prepare a tentative agenda for each meeting and shall circulate it to all member's so that the member's will have time to discuss it prior to the meeting.
- Section 3. Special Meeting
Special meetings of the general membership may be held at the call of the President or upon written request to the Executive Board from twenty-five percent (25%) of the membership. Business to come before special meetings must be stated in the call which shall be sent in writing to each Chapter for distribution to each member. Business shall be confined to these items.
- Section 4. Quorum
- A. A simple majority of the members shall be a quorum for the Executive Board and Committees.
 - B. A quorum for general membership meeting shall be 10% of the members.

ARTICLE X
Committees

- Section 1. Organization
There shall be the following standing committees having the specific functions outlined below.
- A. They shall consist of members and appointed for two (2) years.

- B. Each committee, with the approval of the Executive Board, may organize from the membership of the Association special sub-committees and task forces for specific activities.
- C. All standing committees shall be chaired by a member of the Executive Board.

Section 2.

Meetings

Each standing committee shall meet as needed, as determined by the Executive Board. Special meetings may be called by the Chairperson.

Section 3.

Reports

Each committee shall choose a secretary shall record the activities of the committee. Chairperson shall report to the Executive Board meetings any action items. He/she shall prepare an annual written report which the Executive Board shall file as part of the records the Association.

Section 4.

Titles and Duties

A. Negotiating Team

- (1) Shall negotiate with the employer. Negotiating team shall consist of all members of the Executive Board.
- (2) It shall prepare proposals to be negotiated with the employer
- (3) Upon reaching tentative agreement on all matters under negotiation, the team shall prepare and submit its report and recommendation to the members. Procedures for ratification of an agreement shall be developed by the Executive Board prior to the negotiations. The contents shall be ratified by a majority vote of those casting ballots.

B. Committee on Professional Development (TEPS)

Shall develop Association positions on all matters affecting professional development: Governance, Recruitment Selection, Continuing Education, Pre-Service and In-Service Education, Staffing Practices, Evaluation, Facilities, and Curriculum Processes. The committee shall initiate study and action, and compile data for support of such positions in negotiations.

C. Budget and Finance Committee

Plan, develop and prepare the annual operating budget and present it to the board and oversee all expenditures.

D. Nominations and Elections Committee

(No statewide officer may serve on this committee.)

- (1) The Nominations and Elections committee shall consist of at least one representative from each chapter, none of whom is a candidate for election.
- (2) Members of this committee shall be appointed by the President with the advice and consent of the Executive Board.
- (3) The nomination procedure for candidates seeking elective office shall be determined by the Nominations and Elections committee.
- (4) The Committee shall be responsible for securing candidates for each of the elective offices.
- (5) Anyone who is an active member of the Association may be a candidate for any office.

- (6) The names of the candidates for elected office together with information about each candidate shall be published no later than two weeks preceding the date of the election.
- (7) The nominations and elections committee shall be responsible for conducting annual elections and for meeting the requirements of special elections.
- (8) All elections shall be conducted by secret ballot.
- (9) To be elected, a candidate must receive a majority of the votes cast.
- (10) The Committee will conduct nominations and elections for NEA delegates in accordance with MTA and NEA guidelines.

E. Committee on Governmental Relations and Citizenship
 Shall have broad concern for local, state and national legislation, affecting the interests of the Association.

Section 5. Special Committees
 Each year the President may appoint such other special committees as may be necessary and shall discharge them upon completion of their duties.

ARTICLE XI
 Rules and Procedures

The membership year and the business year shall be July 1 to June 30 each year.

ARTICLE XII
 The Amendment Process

These bylaws may be amended by a two-thirds (2/3) vote of the members of the Association voting provided that the copies of the proposed amendments have been sent to all members of the Association at least two calendar weeks in advance of the vote. The voting site or sites shall be determined by the Executive Board.

ARTICLE XIII
 Initiating Operations

- Section 1. Formation of Chapter structures must be completed within 30 days of ratification.
- Section 2. The first Executive Board meeting shall occur within 45 days following ratification.
- Section 3. Election of statewide officers must occur within 30 days of ratification.
- Section 4. The first term for statewide officers shall conclude on June 30, 1982.
- Section 5. The first annual statewide meeting shall occur in March of 1981.

ARTICLE XIV
Ratification

These bylaws shall be ratified upon the majority of votes cast at campus meetings.

ADDENDA
Required by NEA bylaws as of September, 1975

- Section 1. Standards for local affiliates
- A. "Each affiliate shall apply the one-person-one-vote principle for representation on its governing bodies except that the affiliate shall guarantee ethnic-minority representation at least proportionate to its ethnic-minority membership. Where an all inclusive affiliate exists, it shall provide proportionate representation between its classroom teacher members and its administrator members;"
 - B. "The affiliate shall conduct all elections with open nominations and a secret ballot;"
- Section 2. Allocation of delegates to NEA Representative Assembly
"Delegates shall be elected for a term not to exceed three (3) years."
- Section 3. Dues transmittal and Enforcement procedures - passed by Representative Assembly in Los Angeles, 1975.
- A. " Local Affiliates shall have full responsibility for transmitting State and Association dues to state affiliates on a contractual basis."
 - B. "A local shall transmit to a State Affiliate and a State Affiliate shall transmit to the Association at least 40% of the Association dues receivable for the year by March 15 and at least 66 2/3% of the Association dues receivable for the year by June 1; the percentage to be based upon the last membership count prior to January 15, and upon a membership year beginning September 1, UNLESS THE CONTRACTED TRANSMITTAL SCHEDULE STIPULATES OTHERWISE.
 - C. It a state affiliate informs the NEA in writing that a local affiliate has failed to transmit to the Association dues in accordance with the dates set forth and such information is verified by the Executive Director, the delegates of that local shall not be seated in the NEA representative Assembly at the Annual Meeting. In this event, the delegates of the state Affiliate shall be entitled to be seated in the NEA Representative Assembly at the Annual Meeting."