

EDUCATIONAL ASSOCIATION OF WORCESTER BYLAWS

Updated:

June 2025

TABLE OF CONTENTS

Incorporation	3
Article I- Name, Location, and Corporate Seal	3
Article II- Corporate Purposes	3
Article III- Fiscal Year	3
Article IV- Parliamentary Authority	4
Article V- Amendments to These Bylaws	4
Article VI- Dissolution and Liquidation	4
Membership	5
Article VII- Membership Units and Rules	5
Article VIII- Dues	6
House of Delegates & Committees	7
Article IX- Ratios of Representation	7
Article X- Powers of the House of Delegates	7
Article XI- House Meetings	7
Article XII- Committees	8 - 10
Board of Directors	11
Article XIII- Officers (Collectively Known as the Board of Directors)	11
Article XIV- Board of Directors	11
Article XV- Terms and Duties of the Officers	12-14
Article XVI- Limits on Discretionary Spending	15
Article XVII- Executive Secretary (From MTA)	15
Elections & Recalls	16
Article XVIII- Election of Delegates	16
Article XIX- Election of Officers	17
Article XX- Recall Procedure for Members of The Board of Directors	18
Contract Ratification	19
Article XXI- Contract Negotiations Committees	19
Article XXII- Contract Ratification Procedure	20-21
Annual Meetings	22
Article XXIII- EAW Annual Meeting	22
Article XXIV- MTA Annual Meeting & NEA Representative Assembly	22

EDUCATIONAL ASSOCIATION OF WORCESTER (EAW)

Incorporation

Article I- Name, Location, and Corporate Seal

- Section 1.** The name of the Corporation is “The Educational Association of Worcester, Inc.”
- Section 2.** The principal office of the corporation shall be located at 397 Grove Street, Worcester, Massachusetts 01605.
- Section 3.** The corporate seal shall consist of a circular die bearing the name of the Corporation, and such other device or inscription as the Directors may determine. The form of the seal may be changed by the Directors whenever they shall so order.

Article II- Corporate Purposes

1. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.
2. To advance the interest of the schools and to raise the standards of the professional and non-instructive personnel.
3. To form a representative body able to speak with authority for the membership.
4. To improve the conditions of both professional and non-instructive personnel relative to their employment and to bargain and enter into collective bargaining agreements for the benefit of the members.
5. To cultivate a spirit of understanding and good will among the membership and the community.
6. To acquire such real and personal property as may be necessary or incidental to the purposes of the Corporation and to employ a staff for the attainment of these purposes.
7. To do any other things permissible under the provisions of Chapter 180 of the General Laws of the Commonwealth of Massachusetts.

Article III- Fiscal Year

- Section 1.** The fiscal year of this Corporation shall be from July 1 to June 30, inclusive.

Article IV- Parliamentary Authority

- Section 1.** The most current edition of *Robert's Rules of Order* shall govern the EAW in all cases to which they are applicable.

Article V- Amendments to These Bylaws

- Section 1.** All amendments to the Bylaws must be referred to both the Bylaws Committee and the Board of Directors for their recommendation. Upon this recommendation, notifications of changes to the Bylaws shall be distributed to the total membership two (2) weeks prior to the next House of Delegates meeting. The proposed amendments shall require a two-thirds vote of those present and voting at two (2) consecutive meetings of the House of Delegates.
- Section 2.** If a proposed amendment is not approved by the House of Delegates, it may be acted upon at the Annual Meeting by submitting it to the President with the signatures of twenty-five (25) members. The proposed amendments shall require a two-thirds vote of those present and voting. This vote does not need to be repeated, unlike Bylaws amendments voted upon at House of Delegates meetings.
- Section 3.** Any new Bylaw proposal that would result in an affiliation change for the EAW must be presented to the entire membership for a ballot vote.

Article VI- Dissolution and Liquidation

- Section 1.** In the event of the dissolution and liquidation of the Corporation, and prior to the completion thereof, all of the assets, property, income, and other funds of the Corporation not owned or held upon a condition requiring return, transfer, or conveyance by reason of dissolution, shall be expended for or applied to the purpose of the Corporation, or one or more of such purposes by transferring or conveying such assets, property, income, and funds to one or more purposes similar to the purposes of the organization.

Membership

Article VII- Membership Units and Rules

Section 1. The following are the classifications of regular membership:

- Unit A: All teachers, LTS, & educational personnel not specified as part of another unit
- Unit B: All administrative personnel whose positions don't negotiate their own contracts
- Unit C: Paraeducators
- Unit D: Transportation personnel
- Unit E: ESL Tutors
- Unit F: Therapy Assistants
- Unit G: Parent Liaisons

Section 2. Membership in the Massachusetts Teachers Association (MTA) and the National Education Association (NEA) is mandatory for all regular members.

Section 3. Regular members in good standing shall be entitled to full voting privileges.

Section 4. Honorary membership in the EAW may be extended to the individuals who hold the office of the Superintendent of Schools, the Assistant Superintendent of Schools, and other members of the Administration in the Worcester, Massachusetts Public School System who are deemed ineligible to engage in collective bargaining by the State Labor Relations Board. Honorary members shall not be entitled to vote, receive union communications sent to active members, or be granted access to the member portion of the EAW website.

Section 5. Retired membership shall be available to individuals who are retired teachers, educational support personnel, and administrators from the Worcester Public Schools. A retired member may participate at House meetings and may serve as advisor to committees but may not vote. They cannot hold elective office as an officer of the EAW or as a building delegate, but may be a candidate for delegate at the NEA Representative Assembly and the MTA Annual Meetings.

Section 6. Adherence to the present NEA Code of Ethics of the Educational Profession shall be a condition of any membership.

Section 7. It shall be an unlawful employment practice for the EAW to:

1. Exclude or expel from its membership, or otherwise discriminate against, any individual because of their race, color, religion, political affiliation, national origin, ancestry, sex, age, marital status, immigration status, disability, sexual orientation, gender identity, gender expression, gender characteristics, gender nonconformity, genetic information, familial status, or their status as transgender or transitioning.

2. Limit, segregate, or classify, or fail or refuse to refer for employment any individual, in any way which would deprive or tend to deprive them of employment opportunities or otherwise adversely affect their status as an employee or as an applicant for employment, because of such individual's immigration status, political affiliation, disability, sexual orientation, gender identity, gender expression, gender characteristics, gender nonconformity, genetic information, familial status, or their status as transgender or transitioning.
3. Cause or attempt to cause an employer to discriminate against an individual in violation of this Section or otherwise not comply with all applicable federal, state and local non-discrimination laws.

Article VIII- Dues

Section 1. Dues in the EAW shall be as follows:

1. **Regular Membership:** % increase in dues = % increase in base salary
Except ESL Tutors': Always 50% of Paraeducators'
2. **Honorary Membership:** \$100.00 annually
3. **Retired Membership:** \$15.00 annually

All active members employed 50% or less shall pay ½ dues.

Section 2. When calculating dues increases in years in which pay increases are staggered throughout the year, the sum of these percentage raises will be added together.

Section 3. In extenuating circumstances, the Board of Directors may vote to override an automatic dues increase for that particular year. To take effect, it must be confirmed by a vote by the House of Delegates at the first house meeting of the school year.

Section 4. Rebates in membership dues will be given to those members leaving during the school year or on a prorated basis.

Section 5. All active members listed in Units A and B shall pay 50% of regular dues if on a leave of absence of half a school year or longer.

House of Delegates & Committees

Article IX- Ratios of Representation

- Section 1.** Non-traveling teachers & Paraeducators will be represented by delegates of the same designation, chosen within their buildings. All other designated groups within the EAW will be represented by delegates of the same designation, chosen within the district at-large.
- Section 2.** Each designated group, whether counted within a building or at-large, will be entitled to one (1) delegate for every fifteen (15) members, and will have at least one (1) delegate. Five (5) or more above the last set of fifteen (15) will entitle them to one (1) more delegate.

Article X- Powers of the House of Delegates

- Section 1.** To serve as the legislative and policy-making body carrying out the purposes of the EAW.
- Section 2.** To consider problems that may be presented to it by the Board of Directors, committees, or individual members.
- Section 3.** To make rules and regulations not inconsistent with the Articles and Bylaws of the EAW for the guidance and management of the affairs of the EAW.
- Section 4.** The House of Delegates, by a vote of two-thirds of those present and voting, may override a vote of the Board of Directors.

Article XI- House Meetings

- Section 1.** A quorum of the House of Delegates shall be thirty-five (35) delegates present.

- Section 2.** Agenda:

All items of the Agenda of the House of Delegates must be presented to the delegates one week prior to the meeting.

All items to be placed on the Agenda of the meeting of the House of Delegates must be in the hands of the Office Manager ten (10) days prior to the meeting and such items must be in writing.

One copy of the Agenda of the Delegates' meetings shall be sent to the Delegates at least one week before each meeting in writing.

- Section 3.** The incoming President shall call a meeting for the seating of the House of Delegates within six (6) weeks of the opening of school.
- Section 4.** The House of Delegates must meet at least seven (7) times during the school year.
- Section 5.** A Delegate may appoint, by written authorization, an alternate Delegate for any given meeting of the House of Delegates, provided the alternate is a member of the EAW, in good standing, and a full-time member in that given school or designated group described in Article IX, Ratios of Representation, Section 1.
- Section 6.** On the written request of any ten (10) members of the House of Delegates, the President shall call a meeting of the House of Delegates within fifteen (15) days. If no action is taken by the President, ten (10) members of the House of Delegates may issue a call for a meeting over their own signatures. This shall be a legal meeting and take precedence over all other business.
- Section 7.** Delegates selected to the House of Delegates shall be paid a stipend for each meeting they attend with an attendance minimum of five (5) meetings. Said stipend shall be \$20 per meeting and shall be paid collectively in June. Should a Delegate fail to attend the minimum number of meetings, they shall not receive a stipend.

Article XII- Committees

Note: Many of the rules governing Committees are found in Article XV, Section 3, The President's Terms and Duties.

- Section 1:** Any member in good standing may serve on Committees of the EAW.
- Section 2:** Members may serve on as many Standing Committees as their schedules and/or interests allow (excluding Ad Hoc Committees, Joint Committees of the EAW and the Administration, or Special Committees ordered by the President, the Board of Directors, or the House of Delegates to address a specific purpose). However, no member may chair more than two (2) Standing Committees, either individually or in conjunction with a co-chair.
- Section 3:** The Standing Committees of the EAW shall be:
1. **Bylaws:** Drafts & proposes amendments to EAW Bylaws, & assists with interpretation.
 2. **Ballots and Credentials:** Oversees voting procedure for elections & contract ratifications.
 3. **Building Committee:** Consult with the Board of Directors to make decisions regarding maintenance of the EAW headquarters including the hiring of contractors.
 4. **Community Relations:** Builds & maintains relationships between the EAW & the public.
 5. **Contract Action Team(s):** Coordinate actions to create leverage during contract negotiations.

6. **Contract Negotiations (multiple):** Strategize for & negotiate new contracts, & meet with CAT teams. (Please see Article XXI, Contraction Negotiations Committees.)
7. **ESP:** Planning & hosting events to support ESPs.
8. **Ethnic Minority Affairs:** Propose & affect ways the EAW can include & empower ethnic minority members:
 - a. Composed of members of any bargaining unit who identify as an ethnic minority as defined by the NEA.
 - b. They shall communicate the concerns of ethnic minority members to the Board of Directors & House of Delegates, and design an Annual Minority Involvement Plan to increase minority involvement in the EAW to be presented to the Board of Directors and House of Delegates.
 - c. They may assist with the election process of the EAW Ethnic Minority Chair.
9. **Finance:** Creates the EAW's annual budget/report.
10. **Legislation & Contributions:** Study & propose ways EAW can influence state/local decisions in relevant issues. Make decisions on EAW political/charitable contributions & memberships to or with any group other than the MTA or NEA, to be approved by the Board of Directors & the House of Delegates.

The committee may collect information to present to the House of Delegates for the purpose of political endorsements and/or administrative appointments, but the authority to make endorsements lies solely in the House of Delegates. Endorsements may not be made by the committee or any member of the Board of Directors, including the President. The House of Delegates will vote on individual candidate/appointment endorsements-- slates may not be considered-- with a $\frac{2}{3}$ vote of those present and voting required to make an endorsement. This must occur no later than the House of Delegates meeting prior to the relevant election/appointment.

Members of the Board of Directors, including the President, may make their own personal endorsements, provided they explicitly state that their endorsement is not representing the EAW or its members.

11. **Membership:** Organize outreach events & trainings for new & current members.
12. **Scholarship:** Fundraise & administer EAW scholarships for members' relatives.
13. **Sick Bank:** Review sick bank applications with WPS & determine eligibility.
14. **LGBTQIA+:** Propose & affect ways the EAW can include & empower LGBTQIA+ members:
 - a. Composed of members of any bargaining unit who identify as members of the LGBTQIA+ community as defined by the NEA.
 - b. They shall communicate the concerns of the LGBTQIA+ members to the Board of Directors & House of Delegates, and design an Annual Minority Involvement Plan to increase a minority involvement in the EAW to be presented to the

Board of Directors & House of Delegates.

- c. They may offer assistance and support to the WPS as needed or requested to develop professional development opportunities for all educators around issues and concerns facing the LGBTQIA+ community.

Section 4: Committee Chairpersons' Terms & Elections:

1. Each committee shall elect their chairperson at their first meeting of the school year by a simple majority hand-count vote of committee members present. The Chairperson's term shall last until they preside over the election at the first meeting of the following school year, except in the case of the Contract Negotiations committee chairperson, whose term shall last through the ratification of the contract. There is no term limit. In the case of a written resignation of the Chairperson, the Committee will elect a new Chairperson to complete the current term.

Section 5: Committee Chairperson Recall Procedure:

1. A member of the Committee may submit a written complaint and request for a recall to the President of the EAW, signed by at least 3 EAW members on the committee, excluding any member of the Board of Directors.
2. The President must provide the written complaint to the Committee Chairperson, and then call a meeting of the Committee within the month at which the President shall preside. The Chairperson shall be notified of the meeting in writing at least two (2) weeks prior. If all petitioners fail to attend, the recall is automatically rejected.
 - a. The complaint will be read by the President
 - b. The Chairperson will address the complaint and may present evidence in their defense
 - c. The President shall preside over discussion before closing it at their discretion
 - d. The Committee shall vote on the matter, needing $\frac{2}{3}$ of committee members present and voting
 - e. In the event of a successful recall, a new election will take place immediately

Board of Directors

Article XIII- Officers (Collectively Known as the Board of Directors)

- Section 1.** The officers of the EAW shall be a President, First Vice President, Second Vice President, Recording Secretary (Clerk), Treasurer, and the following Section Chairpersons: Elementary School, Middle School, High School, Administrative, ESP, Vocational, Ethnic Minority, and Transportation.
- Section 2.** The Executive Secretary shall be an officer ex-officio of the EAW without a vote on the Board of Directors.
- Section 3.** The election of the officers and Section Chairpersons shall be held during the months of April or May for a term of three (3) years. Newly elected Officers and Section Chairpersons shall be privy to all meetings of the Board of Directors from the date of their election until they officially assume office on the first day of July of the year of their elections, but shall not have voting privileges until that time.
- Section 4.** All Officers, Delegates, and Section Chairpersons of the EAW shall be regular members in good standing as defined in Article VII, Membership Units and Rules.
- Section 5.** If a vacancy occurs in the position of President or First Vice President at any time, the natural order of ascendancy shall prevail, creating a vacancy in the position of Second Vice President.
- Section 6.** If a vacancy occurs in any Board of Directors position, an election must be held no more than 2 weeks following the next House of Delegates meeting OR 4 work weeks (whichever is greater) to fill the remaining term. In the interim, the president may appoint a temporary replacement, subject to Board of Directors approval.

Article XIV- Board of Directors

- Section 1.** There shall be a Board of Directors who shall meet as often as the needs of the Corporation may require. They may fix the time and manner of giving notice of the meeting, and may determine the form and contents of the notice to be given. Any meeting of the Board of Directors shall be a legal meeting if each Director, by writing, which is filed with the records of the meeting, waives such notice.
- Section 2.** A quorum of the Board of Directors shall be a majority of the Board.

- Section 3.** The Board of Directors shall have the control and management of the property of the Corporation and shall have and exercise all the powers conferred upon or set forth in the Charter of the Corporation, the General Laws, or these Bylaws.
- Section 4.** The following officers shall be elected every three (3) years, at large, by secret ballot, by the members of the EAW, and shall be members of the Board of Directors: President, First Vice President, Second Vice President, Recording Secretary, and Treasurer. In addition, Section Chairpersons shall be elected every three (3) years by their respective Sections and shall be members of the Board of Directors by virtue of their office.
- Section 5:** The Board of Directors shall exercise all executive powers between the meetings of the House of Delegates and shall have power to take emergency action when necessary.
- Section 6:** Members of the Board of Directors are non-voting members of the House of Delegates. The exception to this is at the EAW Annual Meeting, where all members are allowed to vote.

Article XV- Terms and Duties of the Officers

- Section 1.** The terms of all officers shall be for three years.
- Section 2.** Officers and Section Chairpersons shall have no term limits.
- Section 3.** The President's Terms and Duties:
1. It shall be the duty of the President to preside at all meetings of the House of Delegates and the Board of Directors.
 2. The President shall appoint all committees not otherwise provided for.
 3. The President shall have the power to expend reasonable sums for the execution of their duties. However, they must still adhere to Article XVI, Limits on Discretionary Spending.
 4. The President shall appoint all committees from the membership. Members of said committees are to elect their own chairperson.
 5. For two (2) years immediately following their term in office, the President shall make themselves available to serve in an advisory capacity to the Board of Directors at the Board's invitation, which will be determined by a simple-majority vote.
 6. The salary of the President shall be set at the highest step of the Masters column of the Unit A salary scale as specified in the Unit A/B contract current at the time of election, regardless of the unit from which the President is elected, unless that person's salary already exceeds that amount. If the President elected is at a higher

step or salary on the pay scale as defined in the Unit A/B contract current at the time of election, they will continue to receive their current rate of pay. The EAW will pay the City's portion of the President's insurance. In addition, the President shall receive a stipend of \$11,000 per year in equal biweekly payments, effective July 1, 2024.

7. The President shall be an ex-officio member of all committees.
8. The President shall determine the equitable placement of the following responsibilities as the duties of the First and Second Vice Presidents:
 - a. MEMBERSHIP: To verify the membership of the EAW.
 - b. BUILDING: Member of the Building Committee liaison to the Board of Directors.
 - c. STATE RELATIONS: State Relations Chairperson and liaison officer between the EAW and the State Association (MTA).
9. Each member of the Board of Directors shall be an advisor to a committee. Assignment will be made by the president.
10. The President Elect shall become a delegate to the NEA Representative Assembly and the MTA Annual Meeting. The President shall be a delegate to both while serving, and for two years following their term.
11. The President shall use the official presidential email president@eawunion.org. The email is the property of the EAW and is for use by the President for the term of their service only and is to be used for union business only.
12. In the event that the President is unable to be contacted in a timely manner by EAW staff and/or MTA staff, they will contact the first or second Vice President.
13. In the event the President is absent due to illness or vacation, the President or their designee will set up an outgoing message with their expected return date if known, to communicate their unavailability and contact the first vice president as well as EAW staff and the executive secretary.

Section 4. The First Vice President

1. In the event of the President's absence, the first Vice President shall assume the duties.
2. The first Vice President shall use the official first Vice President email FirstVP@eawunion.org. The email is the property of the EAW and is for use by the first Vice President for the term of their service only and is to be used for union business only.

Section 5. The Second Vice President shall assume the duties of the President in the absence of the President and the First Vice President.

Section 6. The Recording Secretary (Clerk) shall keep a written record of the minutes of the meetings of the Board of Directors and the House of Delegates. They shall bring said minutes to the EAW office no later than one week after the meeting. Such records to be open to the inspection of any member of the EAW.

Section 7. The Treasurer's Terms and Duties:

1. The Treasurer shall receive all funds of the EAW, and disburse them in accordance with the budget established by the House of Delegates.
2. The Treasurer shall keep accurate accounts of receipts and disbursements, and shall make a report at the meetings of the House of Delegates.
3. The annual audit, which shall be conducted by a CPA, shall be presented to the House of Delegates at the first meeting after it is given to the Board of Directors. financial condition of the EAW, and shall assist the Finance Committee in the drafting of the annual report.
4. The Treasurer shall be bonded.
5. The Treasurer shall keep the President and the Board of Directors informed of the financial condition of the EAW, and shall assist the Finance Committee in the drafting of the annual report.
6. The Treasurer shall be a voting member of the Finance Committee.

Section 8. Section Chairpersons shall study & represent the interests of the members of their Section.

Section 9. Ethnic Minority Chairperson's Terms & Duties:

1. They shall represent the interests of, and advocate for, EAW members who identify as ethnic minorities as defined by the NEA (National Education Association): Native/Indigenous, Asian/Pacific Islander, African/Black, and Latino.
2. They shall be a member of any bargaining unit of the EAW.
3. They shall be the Board of Directors' advisor to the Ethnic Minorities Affairs Committee.
4. They shall organize contact to members who identify as an ethnic minority to outline the benefits of membership.
5. They, or their appointee, shall work in conjunction with the Executive Secretary on the grievances relating to ethnic minority issues or discrimination.

Section 10. The members of the Board of Directors shall be paid a yearly stipend for their services (to coincide with elected terms). Stipends will be prorated if a member leaves office.

- | | |
|-------------------------|----------|
| 1. President: | \$11,000 |
| 2. Treasurer: | \$7,000 |
| 3. Recording Secretary: | \$1,500 |
| 4. All other officers: | \$599 |

Article XVI- Limits on Discretionary Spending

Section 1. The funds of the EAW shall not be committed or pledged by vote of the Board of Directors in excess of five hundred dollars (\$500.00) until such action shall have been approved by a majority vote of those present and voting at a meeting of the House of Delegates. This shall not in any manner limit Article XV, Terms and Duties of Officers, Section 3.3, President may “expend reasonable sums”.

Section 1: Executive Secretary’s Duties and Terms:

1. The office of the Executive Secretary of the EAW is created to provide continuity of administration EAW affairs. The Executive Secretary’s role is one of spokesperson. They shall work with the Officers, the Board of Directors, the House of Delegates, the Committees, the Worcester Public Schools Administration & School Committee, and the community in promoting public education and advancing the educational status of the educators of Worcester.
2. The Executive Secretary shall serve as a general spokesperson of the EAW, subject to the control and direction of the Board of Directors and the House of Delegates.
3. The Executive Secretary shall represent the EAW, when directed, before the Administration, the School Committee, and local, state, and national professional organizations.
4. The Executive Secretary shall keep the membership informed by preparing and editing communications.
5. The Executive Secretary shall perform such other duties as properly pertain to their office, or as directed by the Board of Directors and the House of Delegates.

Section 2: The Executive Secretary shall not be employed by the Worcester, Massachusetts Public School Department.

Elections & Recalls

Article XVIII- Election of Delegates

Section 1: The election of Delegates shall take place during the second full week of the school year.

Section 2: Procedure for Election of Delegates:

1. The election shall be supervised by the incumbent Delegate(s).
 - a. Incumbent Delegate(s) shall solicit nominations through the use of the approved EAW forms.
 - b. Elections shall be by secret ballot and the count shall be made by the incumbent Delegate(s) in the presence of the nominees with the results and ballots sent to the Board of Directors.
 - c. In the event that there are fewer nominees than there are delegate positions available, the nominees are assumed, and no election need be held. Any eligible members wishing to join the delegation may do so in this same manner until all positions are filled.
2. In the absence of an incumbent Delegate(s), the election shall be supervised by the Section Chairperson (Elementary, Middle School, High School, Administrative, ESP, Vocational, and Transportation).
3. When a delegate is transferred, they shall remain a member of the House of Delegates with full privileges, except that their right to vote shall cease when the vacancy which resulted from their transfer is filled.
4. Special elections are to be held in the affected schools or units to fill vacancies in the House of Delegates. Such elections are to be held within thirty (30) days of the time such vacancies occur.

Section 3: Section Chairpersons shall appoint delegates from buildings or Sections which have not complied with the *Procedure for Election of Delegates*.

Article XIX- Election of Officers

Section 1: Nominations and Candidacy:

1. Beginning February 1st of each election year, any EAW member in good standing may become a candidate for any Board of Directors position to which they are eligible, by submitting the following no later than two (2) weeks prior to the March House of Delegates meeting:
 - a. "Letter of Intent" form, completed and signed
 - b. "Nomination" form with *at least* 25 signatures of represented members in good standing
 - c. "Candidate Statement" of 50-200 words outlining their intended contributions to the EAW which will be distributed to membership
2. Candidates' eligibility and their nominating signatures will be confirmed by the Ballots & Credentials Committee, with the assistance of EAW staff, as requested.
3. The Ballots & Credentials Committee will meet one (1) week prior to each House of Delegates meeting in February and March to perform their duties and report their findings to the EAW Board of Directors. They may also choose to set additional meetings, as needed.
4. The EAW will inform membership of the complete, updated slate of candidates at each House of Delegates meeting between February 1st and the election. These updates will include the Candidates' Statements.

Section 2: Notifications and Voting:

1. Anyone who is a regular member of the EAW as of April 15 of that year is eligible to vote for the slate of officers by secret ballot.
2. The election of officers shall be conducted by electronic balloting over a three (3) calendar-day voting period, concluding two (2) weeks prior to the EAW Annual Meeting. Provisions must be made for voting members who cannot vote by this method. The Chairperson of the Ballots and Credentials Committee shall officiate the counting, and/or reading of votes at an open meeting.
3. Provisions shall be made for write-in votes on the official ballot.
4. Only members of each Section may vote for their Section Chairperson.

Section 3: Special Elections:

In the event of a vacancy on the Board of Directors, a special electronic election shall take place following this procedure:

1. The EAW will notify members of the openings and pending election, with dates, electronically within one (1) week, and at the next House of Delegate meeting.

Solicitation of nominations shall begin immediately, but will be accepted for at least 3 weeks following the House of Delegates meeting. Candidates' statements will appear on the official ballot.

2. The election of officers shall be conducted by electronic balloting over a seven (7) calendar-day voting period. Provisions must be made for voting members who cannot vote by this method. The Chairperson of the Ballots and Credentials Committee shall officiate the counting, and/or reading of votes.
3. Provisions shall be made for write-in votes on the official ballot.
4. Only members of each Section may vote for their Section Chairperson.

Article XX- Recall Procedure for Members of The Board of Directors

Section 1: It is understood that the election of officers of the EAW by the membership is a procedure of utmost importance to the democratic process within the EAW. That process should not be taken lightly. Any recall procedure should be implemented only in extreme cases where the action(s) of the officer is detrimental to the interests of the membership and in violation of the stated goals and objectives of the EAW.

Therefore, in order to protect the interests of the members and to provide the greatest degree of due process and fairness to the officer involved, the following recall procedure is to be affected:

1. Filing of Petition:

A recall petition may be initiated by two (2) or more members of the EAW. Said petition shall describe fully the action or actions of the officer, the relationship said action or actions have to the orderly operation of the EAW, and the request that the recall procedure be implemented.

The petition shall be filed in writing with the Executive Secretary. Within five (5) days, the Executive Secretary shall convene a meeting of the Recall Committee to act on the petition.

2. Appeal to Recall Committee:

The Recall Committee shall be composed of the Board of Directors members who are not named for recall. The Committee shall hold a hearing on the merits of the petition within five (5) days of its receipt. The accused may be represented with full rights to present evidence, face their accusers, and cross examine the petitioner(s). Legal aid will be provided, on request to the accused, by the EAW.

The Recall Committee will render its decision within five (5) days of the hearing. The Committee will forward its findings to the House of Delegates for action. This vote will be presided over by the ranking member of the Recall Committee. This action may be one of censure or referral of the matter to the membership for a vote to decide the removal from office.

Contract Ratification

Article XXI- Contract Negotiations Committees

- Section 1.** The Chairperson of each Negotiations Committee for all units of 200 or more members shall be paid an honorarium of \$1000 for their services per contract. For units of fewer than 200 members, the Chairperson shall receive \$600. In the event there are co-chairs, they shall split it evenly.
- Section 2.** Members of the Negotiations Committees who attend at least 75% of committee meetings will be paid an honorarium of \$300 per contract.
- Section 3.** The President shall solicit nominations from which to select Negotiating Committee members at a House of Delegates meeting, and within one (1) week, to general membership. The President, in consultation with the Board of Directors, shall to the best of their ability, create a diverse Negotiations Committee that includes members who are reflective of the different positions, levels of experience, racial backgrounds, and pay-scale positions of the members in the unit. The Negotiation Committee will be announced to the House of Delegates at the following meeting, and to general membership within one (1) week of said meeting.
- Section 4.** Should a vacancy occur during negotiations, the president may appoint a temporary replacement to be announced at the next House of Delegates meeting.
- Section 5.** The Negotiation Committee shall host at least two (2) listening sessions prior to the commencement of negotiations, for all unit members, on separate days, with the President presiding. Bargaining units with more than two-hundred (200) members shall have at least three (3) listening sessions. Listening sessions will be held at times chosen for the maximum convenience of unit members, and in a venue able to accommodate the space and parking needs of the unit. They shall also solicit proposals from the general membership by other means prior to the commencement of negotiations.
- Section 6.** During negotiations, the committee will update the House of Delegates at each meeting, and their updates will be distributed by the EAW to membership via the newsletter and other means.

Article XXII- Contract Ratification Procedure

Section 1. When a bargaining unit's Contract Negotiating Committee produces a *Memorandum of Agreement* to be voted upon by that unit, the EAW will follow this procedure before a vote may occur:

- 1. Notices:** At least seven (7) days before the first scheduled vote, all unit members will be notified of the dates, times, and locations of the vote and required forums, as well as any other relevant information. All scheduling will be approved by the Board of Directors.
- 2. Distribution of *Memorandum of Agreement*:** The complete *Memorandum of Agreement* will be distributed to all unit members at least seven (7) days before the first scheduled vote. It will be accompanied by an additional document containing:
 - a. The original language of any contract language to be changed or removed
 - b. The updated or new contract language to be added
 - c. An easily understood explanation of how changes will and could affect members and other relevant parties, written by the Negotiating Committee with guidance from the Board of Directors
 - d. Prior to this distribution to membership, no written statements shall be made to the media regarding the contents of the *Memorandum of Agreement*
- 3. Forums for Information and Discussion:**
 - a. The Board of Directors and the Negotiating Committee shall host at least two (2) forums for all unit members, on separate days, with the President or designee presiding. Bargaining units with more than one hundred (100) members shall have at least three (3) forums. These forums will be held at least one (1) day and no more than ten (10) days prior to the first scheduled vote, at times and venues chosen for the maximum convenience of unit members.
 - b. At these forums, the Negotiating Committee will review, discuss, and answer questions about the *Memorandum of Agreement*. Unit members will be able to speak for a reasonable amount of time to present their views to, or ask questions of, their fellow unit members, the President or designee, the Board of Directors, and the Negotiating Committee. No votes may take place at these forums.
- 4. Voting:**
 - a. For units of 100 members or more: A vote for contract ratification will be conducted via ballot at times and venues chosen for the maximum convenience of unit members. Polls will be open on at least three (3) separate days, with one (1) being a weekday, and the other on a weekend and the third of which may be either a weekday or weekend day. Polls will be open for at least three (3) hours on each day.
 - b. For units of fewer than 100 members: A vote for contract ratification will be conducted via ballot at times and venues chosen for the

maximum convenience of unit members. Polls will be open on at least two (2) separate days, which may be either a weekday or a weekend day for at least two (2) hours on each day.

- c. Ratification shall be determined by a simple majority of eligible ballots. Ballots will be counted by the Ballots and Credentials Committee, and the vote count will be immediately released.

Annual Meetings

Article XXIII- EAW Annual Meeting

- Section 1.** There shall be an EAW Annual Meeting for the purpose of conducting business before the whole union. This meeting, and any votes conducted at it, shall follow the same rules as House of Delegates, unless otherwise excepted in these Bylaws.
- Section 2.** The Board of Directors will schedule the EAW Annual Meeting in May, at the time and place of their choosing. At least one (1) week before the meeting, members will be notified, and the agenda will be distributed in writing
- Section 3.** A quorum of the EAW Annual Meeting shall be set at fifty (50) members present.
- Section 4.** Bylaws amendments may be ratified at an EAW Annual Meeting, following the procedure described in the Article V, Amendments to These Bylaws.

Article XXIV- MTA Annual Meeting & NEA Representative Assembly

- Section 1.** The officers of the Board of Directors shall approve, as a group, all delegates to the NEA Representative Assembly and to the MTA Annual Meeting when there are insufficient candidates to warrant an election. In the event there are fewer candidates than delegate seats, the President may recommend to the Board the name(s) of member(s) in good standing to fill any vacancy(ies).
- Section 2.** Delegates to MTA Annual Meeting shall be entitled to have their shared hotel room (singles are not covered) paid for in advance by the EAW. These delegates may submit an expense report with receipts to cover meals (excluding alcohol), transportation, and other related expenses to the EAW within fourteen (14) days of returning. Legitimate expenses will be reimbursed by the EAW up to \$100 per day for each Friday and Saturday.