

MOHAWK DISTRICT EDUCATION ASSOCIATION, INC

Association Bylaws

Updated: 4/8/2026

Article I: Name

1. The name of this organization shall be the Mohawk District Education Association, Inc., hereinafter "the Association."

Article II: Purposes

1. To promote quality education for all students of the Mohawk Trail Regional School District.
2. To uphold high professional standards and to advance the socio-economic well-being of all members in professional negotiations with the School Committee.
 - a. To negotiate contracts for salaries, benefits and other conditions of employment.
 - b. To present grievances under said contract.
 - c. To express a collective voice in educational policy and all matters pertinent thereto.

Article III: Membership

1. Active membership shall be open to all professional educators covered by the Agreements negotiated between the Association and the Mohawk Trail Regional School District who have paid the annual dues as set by the Association. Said dues shall be payable in full by or before December 1 of each school year, or by authorization of payroll deduction for the full year. If a member fails to pay full dues in cash by December 1, the Association may refuse to authorize cash membership and require authorization of payroll deduction instead. In no event shall an individual who is eligible for active membership be considered a member of the Association unless he/she has paid the full annual dues or authorized regular payroll deduction in the amount established by the Association.
2. Associate membership shall be available to persons interested in the advancement of education who are not eligible for Active Membership. Application for Associate Membership must be in writing and must be approved by majority vote of the Executive Board.
3. Individuals who have been Active Members for at least five (5) consecutive years prior to retirement shall be eligible for retired membership upon application. First year's dues to be paid by the association.
4. Other individuals may become honorary members with the approval of a majority vote of the Executive Board. Only Active Members, as defined in Section 1, shall have the right to vote, to hold office, or to represent the Association.

Article IV: Officers

1. The officers of the Association shall consist of a President or Co-Presidents, three vice presidents with a single president or two Vice presidents with Co-Presidents , a Secretary and a Treasurer. One Vice President shall be elected from the Teachers unit and will chair the Teachers' negotiations committee, one Vice President shall be elected from the ESP unit and will chair the ESP negotiations committee, the third Vice President shall be elected at large and will chair the PR&R committee (if Co-Presidents are elected, then one will serve as the PR&R chair and this Vice-President position will not be needed).
2. The duties of officers shall be as follows:

a. IF A SINGLE PRESIDENT,

i. The President shall:

1. Preside over all meetings of the general membership, and the Executive Board.
2. Be an ex-officio member of all other Committees. (Ex-officio means that the individual votes only to make or break a tie vote.)
3. Represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.

ii. VICE PRESIDENT – Three Vice Presidents shall share and divide the duties:

1. Be prepared to assume the duties of the President whenever necessary and become President if the office becomes vacant before the expiration of the term.
2. One (1) shall serve as chairperson of the Professional Rights and Responsibilities Committee (PR&R).
3. One (1) elected from the Teachers' unit shall serve as chairperson of the Teachers' Negotiation Committee.
4. One (1) elected from the ESP unit shall serve as chairperson of the ESP Negotiation Committee.
5. Act as advisor and assistant to the President and work closely with one (1) or more Standing Committees as the President may direct.
6. Be responsible for communicating and/or coordinating the activities of the association representatives.
7. The Vice President of PR&R will appoint an active member to audit the Treasurer's books annually after April 15, and to report at the spring general meeting.

b. IF A CO-PRESIDENTSHIP:

i. PRESIDENTS – The Presidents shall:

1. Preside over all meetings of the general membership, and the Executive Board.
2. Will split being an ex-officio member of all other Committees. (Ex-officio means that the individual votes only to make or break a tie vote.)
3. Represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.
4. One (1) shall serve as chairperson of the Professional Rights and Responsibilities Committee (PR&R).
5. The President in charge of PR&R will appoint an active member to audit the Treasurer's books annually after April 15, and to report at the spring general meeting.

ii. VICE PRESIDENT – Two Vice Presidents shall share and divide the duties:

1. Be prepared to assume the duties of the President whenever necessary and become President if the office becomes vacant before the expiration of the term.
2. One (1) elected from the Teachers' unit shall serve as chairperson of the Teachers' Negotiation Committee.

3. One (1) elected from the ESP unit shall serve as chairperson of the ESP Negotiation Committee.
4. Act as advisor and assistant to the President and work closely with one (1) or more Standing Committees as the President may direct.
5. Be responsible for communicating and/or coordinating the activities of the association representatives.

c. FOR EITHER TYPE OF PRESIDENT:

i. SECRETARY – The Secretary shall:

1. Keep and distribute accurate minutes of all meetings of the general membership and the Executive Board.
2. Preserve the records of the Association, maintain official files and procure annual reports from the Chairmen of all Standing Committees.
3. Prepare and send out to all Association members timely notice of all general membership meetings.
4. Receive and channel to the Executive Board or appropriate Committee all incoming correspondence. Prepare all outgoing correspondence of the Association.
5. Transmit names of new officers to the MTA and NEA immediately after their election; also provide the state and national organizations with such information as they may request.

ii. TREASURER – The Treasurer shall:

1. Have custody of all the funds belonging to the Association, and deposit them in the name of the Mohawk District Education Association, Inc., in any appropriate financial institution legally authorized to do banking and/or investment business in Massachusetts.
2. The funds of the Association may be expended only in matters consistent with the objectives of the Association.
3. Collect all dues of the Association through Authorized regular payroll deductions, or payable in full by cash or check by Dec 1st of each school year and transmit promptly to the MTA amounts due for state and national memberships.
4. Supervise the signing of promissory notes and bill members who have opted to pay by cash or check for unpaid balances of dues.
5. Keep an accurate account of receipts and disbursements and submit the books annually for auditing.
6. Prepare a financial report for the spring general meeting and at other times as requested by the Executive Board.
7. Maintain an accurate list of all members of the Association.
8. Appoint Assistant Treasurers as needed for each building from among the Association representatives.

3. Terms of Succession

- a. The President(s) and Vice Presidents shall serve a two (2) year term, and may run for re-election. The President(s), Secretary, and the Vice president of Unit A shall be elected on odd years; and the Treasurer, Vice President of Unit B negotiations, and the Vice President of PR&R (if a single president) shall be on the even years. In the case of a co-president going to a single president, one of the presidents shall stay as VP of PR&R for one year until a new election process in May of the following year.

- b. The Secretary and Treasurer shall serve a two (2) year term, and may run for re-election.
 - c. Association officers will be elected at the time of the annual spring elections by an association vote taken in each building.
 - d. New officers will be installed on or before July 1.
 - e. In the case of a single president or both co-presidents leaving office before term is finished: The Senior Vice President will be first in line to replace the President should it become necessary the Senior VP can either continue to serve as VP or appoint a new VP with Executive Board simple majority approval of the new VP to be taken at next monthly meeting or via email. Senior is defined by the number of years in the Vice President's position.
 - f. In the case of one co-presidents leaving office before term is finished: If one president is unable to fulfill their duties, the other president shall become a single president and may continue as Chair of PR&R or may appoint a Vice President to take over the PR&R committee chair with Executive Board simple majority approval of the new chair vote to be taken at next monthly meeting or via email.
4. Emergency Decisions
- a. The president may caucus with other officers to make a decision necessary within twenty-four (24) hours.

Article V: Executive Board

- 1. The Executive Board shall consist of the officers of the Association, the immediate past president, for the first year after leaving office, if that individual is not otherwise entitled to serve on the board, and duly elected Building Representatives.
- 2. Each school will be entitled to one (1) building representative to the executive board for every 20 members in its school (one rep for members 1-20, 2 reps for members 21-40, etc). Membership will be counted as of May 1st of each year.
- 3. Building representatives will be selected at the time of the annual spring elections by the Association members in each building.
- 4. Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association. The Board shall report its transactions to the general membership and suggest policies for consideration by them. The Board shall recommend local dues for adoption by the general membership. The Board shall adopt an annual budget for the operation of the Association. The Board shall establish committees (other than the standing committees), create policies governing them, and appoint the Nominating Committee.
- 5. 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 that the office be declared vacant. If the general membership votes by a two-thirds (2/3) majority of those voting to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.
- 6. In the event that a vacancy exists in any Association office, including that of Building representative, the Executive Board (with a simple majority vote) shall appoint a replacement for the remainder of the school year.

Article VI: Standing Committees

- 1. The **Executive Board** shall appoint all committees except the Negotiating Team and the Professional Rights and Responsibilities Committee. The Executive Board shall also appoint replacements for vacancies in any committee where such vacancies occur during the school year.

2. The **Teacher Negotiating Team** shall consist of the President or Co-Presidents and the Vice President of Negotiations Unit A of the Association, and each school will be entitled to one representative per 15 Teacher members to the Negotiations team. Also one (1) retired Association member and one (1) ESP member will be part of the committee. These members of the Negotiation Team will be non-voting participants, members to be appointed by the President or Co-Presidents annually. Candidates will be elected at large for three year terms. The Vice Presidents shall serve as the chairperson of the Committee. The Teacher Negotiating Team will represent the Association in all areas of teacher welfare with particular responsibility for collective bargaining with the School Committee or its representatives and for ratification of any agreements reached with the Committee.
3. The **ESP Negotiating Team** shall consist of the President or Co-Presidents and the Vice President of Negotiations Unit B of the Association, and each school will be entitled to one representative per 10 ESP members to the Negotiations team. Also one (1) retired Association member and one (1) Teacher member will be part of the committee. These members of the Negotiation Team will be non-voting participants, members to be appointed by the President or Co-Presidents annually. Candidates will be elected at large for three year terms. The Vice Presidents shall serve as the chairperson of the Committee. The ESP Negotiating Team will represent the Association in all areas of ESP welfare with particular responsibility for collective bargaining with the School Committee or its representatives and for ratification of any agreements reached with the Committee.
4. The **Professional Rights and Responsibilities Committee** shall be established in the same manner as the Building Representatives. The Vice President of PR&R (or one Co-President) shall serve as chairperson. The Professional Rights and Responsibilities Committee shall explore and prepare action programs for securing satisfactory personnel policies and procedures for redress of grievances. It shall advise the Executive Board on procedures for the implementation of a Code of Ethics.
5. In the event that a vacancy exists in any Committee, the Executive Board (with a simple majority vote) shall appoint a replacement for the remainder of the school year.

Article VII: Meetings

1. Scheduling Executive Board meetings
 - a. The Executive Board shall meet at least monthly during the school year on a schedule to be determined by the Executive Board. Three (3) members of the Executive Board may request additional meetings.
 - b. Meetings of the Officers may be called as needed.
2. General Membership Meetings
 - a. There shall be at least one (1) general membership meeting annually, which will be held in the spring. Additional meetings may be called by the President of the Association, or at the written request of five percent (5%) of the active members. Business to come before a special meeting must be stated with the call for the meeting.
3. Quorum
 - a. The majority of the members shall be a quorum for the Executive Board.
 - b. A quorum for general membership meetings shall be 15% of the members, except as otherwise specified.
4. Except as specified by these bylaws, Robert's Rules of Order, as most recently revised, shall be the final authority for the conduct of Association business.

Article VIII: Affiliation

1. This Association shall be affiliated with the Massachusetts Teachers Association and the National Education Association under the terms of their bylaws as most recently amended.
2. Delegates to meetings of the Massachusetts Teachers Association and the National Education Association shall be elected as stipulated by their respective bylaws.
3. Members of the Mohawk District Teachers Association shall also be members of the Massachusetts Teachers Association and the National Education Association.

Article IX: Finance

1. Membership dues shall be recommended annually by the Executive Board and approved by the Association at a regular general membership meeting. Teachers joining the Association for the first time shall be members in good standing at the first membership meeting of the year in which they join.
2. The Association shall pay the annual dues assessed by the state organization as required by MTA bylaws.
3. The fiscal year for the Association shall be September 1 to August 31.

Article X: Stipends

1. Salaries of Elected and Appointed Officers
 - a. President: Will receive an annual stipend of \$1750, if Co-Presidents they shall receive stipends of \$1250 each. *Effective July 1, 2019.*
 - b. Vice President in charge of PR&R (unless a Co-President): Will receive an annual stipend of \$750. *Effective July 1, 2019.*
 - c. Vice President in charge of Unit A Negotiations: Will receive an annual stipend of \$750, unless a bargaining year, then they will receive a stipend for \$1000 for each year of bargaining. *Effective July 1, 2019.*
 - d. Vice President in charge of Unit B Negotiations: Will receive an annual stipend of \$750, unless a bargaining year, then they will receive a stipend for \$1000 for each year of bargaining. *Effective July 1, 2019.*
 - e. Secretary: Will receive an annual stipend of \$750. *Effective July 1, 2019.*
 - f. Treasurer: Will receive an annual stipend of \$1250. *Effective July 1, 2019.*
 - g. Negotiations Team Member: In the first year of a bargaining cycle, each non-stipended member of the bargaining team will be gifted a \$300 gift card. *This will be retroactive to July 1, 2024.*
2. The Association will pay reasonable expenses for delegates authorized by a simple majority of the E-Board to attend state and national conventions and conferences.
3. Members representing the Association will be reimbursed for reasonable and ordinary expenses in the conduct of Association business.

Article XI: Bylaw Amendments

1. These bylaws may be amended at a general meeting of the membership scheduled for that purpose.
2. Proposed amendments to these bylaws shall be circulated to all Association members at least ten (10) working days in advance of the meeting.
3. No amendment shall be effective unless it receives the affirmative vote of the majority of the members present.

Article XII: Collective Bargaining Agreements and Amendments

1. A contract will be accepted by the membership of the affected unit with a majority vote at the conclusion of the negotiations with the school committee.
2. When the Superintendent/School Committee request a vote of the Association to change contract language, the following procedure will be followed:
 - a. Exact language for change in writing will be requested from the Superintendent/School Committee.
 - b. Language will be sent to the Negotiations Team for a recommendation.
 - c. Upon return of the recommendation from the Negotiations Team, the Executive Board will vote to put the question before the membership.
 - d. If the question is deemed to be in the best interest of the membership, notice will go out to all members in writing.
 - e. A meeting will be set for the full membership to discuss the issue at hand at least one week before the vote. The date and time of the meeting to be set by the Executive Board.
 - f. A vote of the membership will be done on paper or electronic ballot in the individual schools. A two-thirds (2/3) majority of the votes would rule.
3. Responsible for counting the votes shall be the Secretary of the organization and at least 1 building representative from at least 2 different buildings.

Article XIII - Ethics Policy

1. As a nonprofit organization, The Mohawk District Education Association's (MDEA) policy is to uphold the highest legal, ethical, and moral standards. Our members support the MDEA because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
2. The MDEA will comply with all applicable laws and regulations and expects its officers to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.
3. In general, the use of good judgment based on high ethical principles will guide officers with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the executive board. Officers and members should address concerns with the president/co-presidents and/or the treasurer.
4. In all questions involving ethics and conduct, the executive board, in consultation with the MTA Field Representative and/or MTA Legal Services, will make relevant determinations. Any individual whose conduct is at issue will not participate in such decisions.
5. Elected officers shall not:
 - a. Deceive, defraud, or mislead officers, members, other associates, or those with whom the MDEA has business or other relationships.
 - b. Misrepresent the MDEA in any negotiations, dealings, contracts, or agreements.
 - c. Divulge or release any information of a proprietary nature relating to the MDEA's plans, mission, or operational databases without appropriate approval.
 - d. Obtain a personal advantage or benefit due to relationships established by any officer or member by use of the organization's name.

- e. Accept individual gifts of any kind, in connection with the officer's or member's relationship with the MDEA. All such gifts are to be reported to the treasurer who shall divulge gifts received during the calendar year to the executive board.
- f. Withhold their best efforts to perform their duties to acceptable standards.
- g. Engage in unethical business practices of any type.
- h. Use MDEA property, financial resources, or services of MDEA personnel for personal benefit.
- i. Violate any applicable laws or ordinances.