

**NEWINGTON TEACHERS' ASSOCIATION
NEWINGTON, CT 06111**

**CONSTITUTION AND BYLAWS-Revised, Amended and Approved, 2024
-CONSTITUTION-**

Article I-Name-

The name of the organization shall be the Newington Teachers' Association/NTA. The association shall affiliate with the Connecticut Education Association/CEA and the National Education Association/NEA, and it shall comply with the Constitutions and Bylaws of the same. The combined membership shall be identified as the United Education Profession.

Article II- Purpose-

The purpose of the organization shall be to serve as the official voice of the United Education Profession in Newington:

1. To secure and to maintain a well-balanced school program and appropriate salaries and contract provisions, tenure, a sound retirement system, and such improvements in working conditions as will improve the profession, the professional growth of teachers, and the quality of service to the student and to the community.
2. To encourage members to take an active part in their association, to accept their responsibilities as potential leaders in the profession and in the community, and to encourage teachers to exercise their rights and privileges as community members.

Article III –Membership-

Section 1. All certified, professional employees (below the rank of Assistant Superintendent) of the Board of Education in the Newington School District shall be eligible for active membership, providing they are also enrolled as active members of the CEA and NEA.

Section 2. Adherence to the Code of Ethics of the Education Profession shall be a condition of continuance of membership.

Article IV- Expulsion and Reinstatement-

Expulsion and reinstatement of members shall be governed by the procedures outlined in the CEA constitution.

Article V – Due Process-

Due process for members shall be provided in accordance with the CEA board policy on appeals procedure.

Article VI – Officers-

Section 1. The officers of the association shall consist of a president, two co-vice-presidents, secretary, treasurer and membership chairperson. All officers, with the exception of the membership chairperson, shall be elected at the annual meeting of the association. Their terms shall run from July 1st to June 30th.

Section 2. Terms of Office

- A. The President shall be elected for a term of one year. The president will not serve more than five continuous years unless the candidate is pre-approved by a 2/3 majority of the building reps and board members to run for another term before the election.
- B. The vice-president shall be elected for a term of one year. A vacancy in the office of vice-president shall be filled by the president, with the approval of the executive board, and this shall be an interim appointment until the end of the term.
- C. The secretary shall be elected for a term of two years. In no one year shall the secretary and treasurer be elected simultaneously. A vacancy in the office of secretary shall be filled by the president, with the approval of the executive board, and this shall be an interim appointment until the end of the term.
- D. The treasurer shall be elected for a term of two years. In no one year shall the treasurer and the secretary be elected simultaneously. A vacancy in the office of treasurer shall be filled by the president, with the approval of the executive board, and this shall be an interim appointment until the end of the term.
- E. The membership chairperson shall be appointed by the executive board for a term of two years and shall serve as a voting member of the same. The membership chairperson may select an assistant. Said assistant shall not be an officer or a member of the executive board by virtue of this appointment. In no one year shall the membership chairperson be appointed simultaneously with the election of the treasurer. A vacancy in the office of membership chairperson shall be filled by the executive board, and this shall be an interim appointment until the end of the term.

ARTICLE VII- Executive Board-

Section 1. The executive board shall consist of a chairperson, who is the president of the association, the officers, membership chairperson, chairpersons of the standing committees, webmaster and/or newsletter editor, and representatives elected by each school. The election for the upcoming year will take place in May. The number of representatives from each school shall be determined on the following ratio: 1 for every 25 teachers or major part thereof. An alternate representative from each school shall be elected at the same time, and shall act as an assistant to the building representative.

Section 2. The executive board shall meet at the call of the president. Each executive board meeting shall be attended by the officers, membership chairperson, chairpeople of the standing committees, and the representatives and/or alternates of each school.

ARTICLE VIII- Committees of the Association-

Section 1. There shall be the following Standing Committee, subject to the approval of the Executive Board: **Negotiations and Grievances Committee.** Elections and appointments to committee shall be held in May. The newly elected members shall attend their respective committee meetings for these as observers until June 30th, at which time their term begins. Vacancies occurring during terms shall be filled by presidential appointment, with the approval of the executive board.

Section 2. Other committees may be appointed by the president or the president's designee.

Section 3. The nominating committee, appointed by the president, or the president's designee, shall submit to the membership a slate of officers at least one week prior to the annual meeting of the association. All schools have the right to representation on this committee. The committee shall elect its own chairperson.

Article IX- Gifts and Honorariums-

The association may choose to honor its officers, committee chairpersons, and/or any member. This would be approved at the annual meeting of the association, and the respective budget would likewise reflect this procedure.

Article X- CEA/NEA Assemblies-

Delegates and alternates to these assemblies shall be elected by the membership.

Article XI- Meetings-

The annual meeting of the association shall be held within the first three weeks of May each year. The agenda for this meeting shall include as minimum: the election of officers for the coming year, the adoption of a budget, and other matters of concern to the association. A parliamentarian for this meeting may be appointed by, and at the discretion of, the president.

Article XII- Dues-

Section 1. Dues for the United Education Profession (NTA/CEA/NEA) shall be collected after the opening of school each fall, in conjunction with the current agreement between the NTA and the Newington Board of Education. It shall be possible, upon the agreement of the association and the Newington Board of Education, to make payroll deductions.

Section 2. The local portion of annual dues of the United Education Profession shall be determined at each annual meeting.

Article XIII- Quorum-

A quorum for all meetings of the association, its boards and committees, shall consist of the members present.

Article XIV- Absentee Voting-

Section 1. Absentee voting may be used for election of officers and for amendments to this constitution and/or bylaws and for such other important matters as the NTA executive board may order to be voted in this way.

Section 2. Questions to be voted on will appear on the regularly published agenda.

Section 3. Official NTA ballots will be made available to members from their respective building representatives.

Section 4. Upon request, the names of all members voting by absentee ballot will be made known to the assembly when the question comes to the floor. Should any member be present, that member's absentee ballot shall be destroyed.

Article XV- Amendments-

The Constitution may be amended by a 2/3 vote of the members present at any scheduled general membership meeting. Any constitutional amendment proposed by the NTA executive board shall be submitted in writing to the membership at least thirty days prior to its being acted upon. Any constitutional amendment proposed by an individual member of the NTA shall be submitted in writing to the membership at least one week prior to its being acted upon.

Article XIV- Robert's Rules of Order-

The NTA shall use the latest available edition of Robert's Rules of Order as its official guide and reference in conducting its business and activities. This text will also be used as a guide in resolving constitutional questions and other questions that might arise during the conduct of association business.

Article XVII- Waivers-

Any provisions of this constitution found to be in contradiction to CEA or NEA requirements, which could result in disaffiliation by CEA or NEA, may be waived and operating procedures established to bring the association into complete compliance by a 2/3 majority vote of the executive board. Such a waiver and operating procedure shall remain in effect until this constitution has been duly changed.

Article XVIII- Dissolution-

Upon dissolution or liquidation of the NTA, all of its assets remaining after payment of liabilities shall be paid over to a trust fund administered by the CEA until such time as a local affiliate has been reorganized in Newington. Each member of the NTA shall be deemed to have waived and relinquished all rights conferred by statute or otherwise upon members of corporations without capital stock to share such assets upon dissolution or liquidation.

Article XIX- Bylaws-

This constitution shall be implemented with an appropriate set of bylaws as attached.

**NEWINGTON TEACHERS' ASSOCIATION
NEWINGTON, CONNECTICUT 06111**

**CONSTITUTION AND BYLAWS- RETYPE and Amended 2023
-BYLAWS-**

Article I- MEMBERSHIP

Section 1. Membership in the Newington Teachers' Association is deemed to be contiguous unless the membership chairperson is duly notified 30 days prior to the beginning of the school year in question.

Section 2. Membership in the association shall be of two types:

- A. **ACTIVE-** Any member of the certified staff to the Newington School District may become an active member with full rights and privileges.
- B. **HONORARY-** Upon unanimous vote of the Association Executive Board, deemed worthy of this distinction.

Article II- DUTIES OF OFFICERS-

Section 1. The **PRESIDENT** shall be the chief executive officer of the Association and its policy leader. The president shall:

- A. Represent the association as spokesperson on matters of policy or assign, at the president's discretion, responsibility for such representation.
- B. Prepare the agenda for and preside over meetings of the executive board and of the general membership.
- C. Nominate, except as provided by other articles, all chairpersons of committees. Such chairpersons to serve at the pleasure of the president, except where a term is fixed by these articles.
- D. Serve as an ex-officio member of all committees.
- E. Preside over the local delegation to the Representative Assemblies of the CEA and NEA, provided said president is duly elected as a representative by the membership of the local Association.
- F. Authorize orders and sign checks drawn upon the Association's treasury.
- G. Attend meetings of the CEA Hartford County Council and its Advisory Board or assign, at the president's discretion, responsibility for such attendance.
- H. Along with the vice-president, prepare and propose the budget for the following year, after consultation with the Executive Board.
- I. Attend meetings of the Board of Education or assign, at the president's discretion, responsibility for such attendance.
- J. Perform the duties, as stipulated in this Constitution and Bylaws, and such other duties as are customarily assumed by the chief executive officer of an association.

Section 2. **THE CO-VICE-PRESIDENTS** shall:

- A. The Co-Vice Presides will, when possible, have one who is pre-k-4 and the other from 5-12.

- B. Act for the president when the president is unable to perform the duties of the office.
- C. Attend meetings of the CEA Hartford County Council and its Advisory Board as requested by the president.
- D. Attend meetings of the Newington Board of Education as requested by the president.
- E. Perform such other duties as are stipulated by this Constitution and Bylaws and by the president.

Section 3. **THE SECRETARY** shall:

- A. Keep a record of the proceedings of all meetings, including those of the Executive Board.
- B. At the discretion of the president, carry on the correspondence of the Association.
- C. Maintain a file of all committee, financial, and other reports of the association.
- D. Maintain a record of attendance at executive board meetings. Notify representatives and the appropriate unit chairperson of excessive absences.
- E. Perform other such duties as stipulated by this Constitution and Bylaws and by the president.

Section 4. **THE TREASURER** shall:

- A. Act as receiver and custodian of all the funds of the association: make all transfers and payments from those funds as duly authorized: keep an itemized record of receipts and expenditures.
- B. Make a written line-item report for the membership annually and for the regular, monthly meetings of the Executive Board.
- C. Sign all checks of the Association, except those signed by the president.
- D. Keep up to date with budget guidelines and information from CEA.
- E. Perform such other duties as stipulated by this Constitution and Bylaws and by the president.

Section 5. **THE MEMBERSHIP CHAIRPERSON** shall:

- A. Recruit, with the help of the building representatives, new members to the United Education Association.
- B. Be responsible for maintaining and recording a membership roster and work in cooperation with the treasurer for the verification of all dues and fees collected.
- C. Confer with the Administration Office on a regular basis for school placement changes, leaves of absences, and personnel leaving the system permanently.
- D. Distribute membership cards, through building representatives, to members at their respective schools.
- E. Contact members on leaves of absence regarding their membership status.
- F. Maintain a record of members and non-members.
- G. Work regularly with the CEA Membership Office.
- H. Perform such other duties as are stipulated by this Constitution and Bylaws and by the executive board.

Article III- EXECUTIVE BOARD-

Upon the Executive Board rest the duties, responsibilities and final authority for the conduct of the Association in all matters, including professional negotiations with the Newington Board of Education, except as otherwise stated in this Constitution and Bylaws; providing that the membership for general consideration, or the general membership, may request such consideration.

Section 1. The Executive Board may designate a committee to act in its place on any matter. Final approval of such action shall rest with the Executive Board, with the exception of contract ratification.

Section 2. The Executive Board shall approve all grievances for submission to arbitration.

Section 3. The Executive Board shall perform such other functions as stipulated by this Constitution and Bylaws, and such other duties as are customarily assumed by the Executive Board of an association.

Article IV- COMMITTEES OF THE ASSOCIATION-

Section 1. **The Negotiations and Grievances Committee**, consisting of at least six (6) members of the Association shall be appointed by the Executive Board to serve for respective member terms of three years. The committee shall represent the Association before the Administration and the Newington Board of Education in studies and negotiations concerning salaries and other conditions of employment of the professional personnel. The committee shall represent the Association in matters relating to the grievance procedure, professional growth, ethics and education practices. The chairperson shall be appointed by the Executive Board.

Section 2. **The Community and Political Involvement Committee** shall inform the NTA of any local, state or national political/educational issues that the membership needs to be made aware of as well as any local issues or candidates that need our support. The committee will help to foster a positive relationship with the community by working to have the Newington Teachers' Association be a positive force in our community and be in charge of notifying the press of any community involvement by the NTA. Finally, the committee will help to organize one community/school service project/donation/drive so that the membership at each school participates in an event of their choosing.

Section 3. **The Member Engagement Committee** shall help to create and distribute the monthly newsletter with contract highlights. They will also be responsible for the new member engagement activity as well as the planning and hosting of the NTA retirement activities. Finally, this committee will oversee and/or coordinate membership engagement activities at all the schools (ten min meetings, office hours, chat and chews).

Article V- AMENDMENTS-

These Bylaws may be amended by the executive board with a two-thirds majority of those present and voting. Amendments may be proposed by any executive board member. Amendments shall be proposed at one regular meeting and be voted upon at the next regular meeting. Proposed amendments shall be distributed to the general membership at least two weeks prior to the Executive Board vote.

Article VI- RATIFICATION-

Upon ratification by a majority of the ballots cast by active members, these Bylaws shall be implemented as feasible, prior to September 1, 1984.

Note- CONSITUTION AND BYLAWS HEREIN WERE RATIFIED AT THE ANNUAL MEETING OF THE NTA IN MAY 1984. CONSTITUTION ARTICLE VIII, AND BYLAW ARTICLE IV, SECTION 2 AND 2 RATIFIED IN 1997.

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