

# **MANCHESTER EDUCATION ASSOCIATION**

**CODE OF ETHICS**

**ARTICLES OF AGREEMENT**

**BY-LAWS**

**June 2006  
(Revised August 2010)**



## CODE OF ETHICS OF THE EDUCATION PROFESSION

### Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals are the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire of the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides an incentive conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

### PRINCIPLE I -- Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation of the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the students' progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program;
  - b. Deny benefits to any students;
  - c. Grant any advantage to any student.
7. Shall not use the professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

## PRINCIPLE II -- Commitment to the profession

The public with a trust and responsibility requiring the highest ideals of professional service vests the education profession.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statement about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**THE STATE OF NEW HAMPSHIRE  
ARTICLES OF AGREEMENT  
OF  
MANCHESTER EDUCATION ASSOCIATION**

We, whose names are hereto subscribed, being persons of lawful age, do by these Articles of Agreement, associate according to the provisions of Chapter 292 of the Revised Statutes Annotated of the State of New Hampshire, and the acts in amendment thereof and addition thereto.

**ARTICLE I**

The name by which the corporation shall be known as MANCHESTER EDUCATION ASSOCIATION.

**ARTICLE II**

The objectives for which the corporation is established and the nature of the business to be transacted by it and powers with which it shall be endowed are as follows:

To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as mark a profession.

To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave, and other working conditions necessary to support teaching as a profession. To engage in collective bargaining in matters of wages and hours of work, working conditions, and adjusting differences between the Board of Education and teachers.

To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities.

To hold property and funds and to employ a staff for the attainment of these purposes.

To do all such acts as are necessary and convenient to attain the objectives and purposes herein set forth to the same extent and as fully as any natural person could, or might do so as long as the same is not forbidden by law, or by these Articles of Incorporation or by the By-Laws of this Corporation.

### ARTICLE III

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501 (c) (5) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### ARTICLE IV

Upon the dissolution of the corporation, the Executive Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation by donating them to a corporation which qualifies as a corporation exempt from Federal Income Tax under 501 (c) or 501 (c) (5) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Revenue Code).

### ARTICLE V

The principle location of the corporation shall be Manchester, New Hampshire.

### ARTICLE VI

This corporation shall have no capital stock and shall not be conducted for profit.

**BY-LAWS  
OF THE  
MANCHESTER EDUCATION ASSOCIATION**

**ARTICLE I  
ARTICLE OF AGREEMENT**

The name of the Association, the objectives for which it is established and the nature of the affairs to be transacted by it, and the principal location of the Association shall be set forth in the Articles of Agreement, as from time to time amended, and these By-Laws. The powers of the Association and of its officers and Executive Board, and all matters concerning the conduct and regulation of the affairs of the Association, shall be subject to such provisions in regard thereto, if any, as are set forth in such Articles of Agreement are hereby made a part of these By-Laws.

**ARTICLE II  
CORPORATE SEAL**

The seal of the Association, subject to alteration thereof by the Executive Board, shall consist of a flat-faced circular die with the word and figures "Manchester Education Association--New Hampshire—1969" cut or engraved thereon.

**ARTICLE III  
MEMBERSHIP**

- A. Active membership in the Association shall be open to all professional personnel employed in the public schools of Manchester who meet the following qualifications:
1. Hold an earned bachelor's or higher degree and where required, hold or are eligible to hold a regular legal certificate.
  2. Establish membership in the National Education Association and NEA-NH.
  3. Agree to abide by the Code of Ethics of the Education Profession.
  4. Except those professional personnel specifically excluded from representation by law.
- B. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.

**Section 2 - Rights of Members**

All active members shall have the right to nominate or be nominated for offices of the Association. Members shall be guaranteed proportionate representation according to the one person, one vote principle and all elections shall be conducted by secret ballot.

No member may be suspended or expelled without the right to a due process hearing and recourse to appeal.

### Section 3 - Retired Members

Retired members are all members of the Association who have retired. Retired members may continue as associate members paying such annual dues as the Representative Assembly may determine.

### Section 4 - Associate Members

Persons employed by the City of Manchester who are not eligible to become active members may, upon payment of such annual dues as the Representative Assembly may determine, may enroll as associate members with all the rights and responsibilities of active members except the right to vote, hold office, or to represent the Association.

### Section 5 - Revocation of Membership

According to procedures adopted by the Representative Assembly, the Executive Board may suspend from membership or expel any member who shall have violated the ethics of the education profession: may cancel the membership of any member convicted in a court learned in the law of a crime involving moral turpitude: and may reinstate a member who has previously been suspended or expelled from the Association.

### Section 6 - Membership Definition

Membership year shall be September 1st through August 31.

## ARTICLE IV OFFICERS

### Section 1 - General

The officers of the association shall consist of a President and a Vice President.

### Section 2 - Qualifications

Candidates for President and Vice President shall have been an active member of the Association for a period of at least two years immediately before taking office.

### Section 3 - Duties of Officers

- A. President--The President shall preside over meetings of the Executive Board, the Representative Assembly, appoint with the approval of the Executive Board the chairpersons of standing committees whenever a vacancy occurs, appoint special committees, be ex-officio a member of all standing committees and shall be the chief executive officer of the Association. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.
- B. Vice President -- The Vice President acts for the President when the President is unable to perform the duties of the office. The Vice President shall advise the Executive Board and assist the President at the latter's request. He/she shall be an ex-officio member of all standing committees. Their duties

and responsibilities are to include the coordination of all fundraising activities. The Vice President shall act as the liaison to MERA. Further duties shall be the dissemination of Association news to the membership on a regular basis. He/she will work with the President in attending and participating in public meetings that benefit the Association and its members. The Vice President shall assist the president in maintaining office hours and operations, and coordinate the billing and collection of funds pertaining to membership and maintaining membership rolls.

#### Section 4 - Terms and Succession

- A. The President and Vice President shall be electable for a maximum of four consecutive two-year terms. In the event there are no qualified candidates for an election, the standing President may continue in office.
- B. The term of the Immediate past President shall be for one year only, immediately following his/her term as President.
- C. Whenever the office of President shall become vacant, the Vice President shall serve as President. The Executive Board shall choose one of their members to serve as Vice President. Such an appointment must be approved at the next Representative Assembly.

### ARTICLE V EXECUTIVE BOARD

#### Section 1 - General

The Executive Board shall be the executive authority of the Association. It shall consist of the officers, seven-elected members: two high school representatives, two middle school representatives, two pre-school/elementary representatives, and one member at large.

#### Section 2 - Qualifications

A candidate for Executive Board member shall have been an active member of the Association for at least two years immediately before taking office.

#### Section 3 - Duties of the Executive Board

A. The duties of the Executive Board shall carry out the policies established by the Representative Assembly, be responsible for the management of the Association, confirm the President's appointment of special and standing committee chairpersons, approve all expenditures, report its transactions and those of the Assembly to the members, call for an annual audit and report its findings and suggest policies for consideration by the Assembly. It shall also meet monthly, prepare the agenda and call meetings as specified in Article VIII Sections 1 through 4. Members of the Executive Board shall have

voting privileges in the Representative Assembly. Executive Board Members shall serve on at least one committee, as appointed by the President.

B. The Executives Board shall appoint committees to represent personnel policies with the governing and appropriating bodies of the schools system. Within the policies established by the Representative Assembly, the Executive Board may make decisions binding the Association in these matters.

#### Section 4 - Terms and Vacancies

A. The term of the Executive Board members shall be for a period of two years on a staggered basis beginning at the first Representative Assembly of the school year and shall serve until their successors have been duly installed. For one time only, the election of 1987 the following positions shall be for a one year term: one Elementary, one Junior High, and one Senior High school representative of the Executive Board. Members shall serve no more than four consecutive two-year terms.

B. Whenever a majority of the Executive Board shall agree that an Executive Board member has been grossly negligent of the duties defined in the By-Laws or when any vacancy occurs by reason of death, resignation, or incapacity, the Executive Board shall recommend to the Representative Assembly that the office be declared vacant. If the Assembly so agrees by a two-thirds majority vote, it shall immediately elect a replacement to fill the unexpired term.

#### Section 5 - Staff

Under personnel policies adopted by the Representative Assembly and within the annual budget, the Executive Board shall provide necessary staff for the efficient management of the Association. Staff shall not serve on the Executive Board. The term of staff will coincide with that of the President. Such staff includes:

A. Secretary/Treasurer -- whose duties shall be to keep accurate minutes of all meetings of the Executive Board and Representative Assembly, shall maintain current official files, shall be the custodian of Association records and any other material that may be a matter of permanent record, and shall assist the President with Association correspondence. It shall be his/her duty to send proper notices of all called meetings, and of other meetings when necessary. The duties will include the handling of all deposits, transferring of all bills, receipts and banking material to the bookkeeper. They shall keep the president and Executive Board informed of the financial condition of the Association and assist the Budget Committee in the initial drafting of the annual budget and shall be bonded.

## ARTICLE VI REPRESENTATIVE ASSEMBLY

### Section 1 - Accountability

The Representative Assembly, comprising members of the Association as defined in Section 3 of this article, derives its powers from and shall be responsible to the membership.

### Section 2 - Definition

The legislative and policy-forming body of the Association shall be the Representative Assembly

### Section 3 - Composition

The Representative Assembly shall consist of the Executive Board, one or more representatives from each school faculty, NEA-NH delegates, NEA delegates and Regional Representative(s) to the NEA-NH Executive Board. Chairpersons of standing committees shall be ex-officio members of the Assembly without the right of vote.

### Section 4 - Duties of Representative Assembly

The Representative Assembly shall:

- a. Approve resolutions and act on committee reports;
- b. Be the final judge of the qualifications and elections of officers, and faculty representatives;
- c. Exercise final authority in all matters of the Association;
- d. Adopt the annual budget;
- e. Establish dues;
- f. Direct the Executive Board to provide necessary staff for the efficient management of the Association;
- g. Adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed in censuring;
- h. Amend the Articles of Agreement and By-Laws in accordance with Article XVII hereto;
- i. Adopt the rules and agenda governing its meetings;
- j. Enact such other measures as may be necessary to achieve the goals and objectives of the Association, which are not in conflict with the Articles of Agreement or the By-Laws.

## ARTICLE VII AFFILIATION

The Association shall affiliate with the National Education Association under its rules and the NEA-New Hampshire under its rules.

## ARTICLE VIII MEETINGS

### Section 1 - Executive Board

The Executive Board shall meet regularly each school month, at the call of the President, or at the request of three members of the board.

### Section 2 - Representative Assembly

The Representative Assembly shall meet regularly each school month. The Executive Board shall prepare an agenda for each meeting and circulate it to all members of the Assembly so that the representatives have time to discuss it with their members in advance of the Assembly meeting. Any regular meeting may be omitted at the discretion of the Representative Assembly.

### Section 3 - Special Meetings

Special meetings of the Representative Assembly may be held at the call of the President or upon written request of the Executive Board from five faculty representatives. Business to come before special meetings must be stated in the call, which shall be sent in writing to each member of the Representative Assembly.

### Section 4 - General Membership Meetings

The Executive Board shall arrange meetings of the general membership as deemed necessary.

## ARTICLE IX QUORUM

A majority of their members shall be a quorum for the Representative Assembly, Executive Board and committees.

## ARTICLE X FACULTY REPRESENTATIVE

### Section 1

In each public school in Manchester, members of this Association shall elect for a term of one year, one faculty representative to the Representative Assembly for each fifteen members or major fraction thereof. However, there shall be at least one representative from each school having a minimum of five members. Where more than one such representative is elected, one shall be designated the Senior Faculty Representative. Election shall be held in May and Representatives shall take their seats at the first Representative Assembly meeting of the school year.

## Section 2

Faculty Representatives shall attend the regular meetings of the Representative Assembly unless the President grants prior excused absence. After two unexcused absences of a Faculty Representative, the President may declare the seat unfilled and call for a faculty election to fill out the term. The President may designate a member to organize a special election.

## Section 3

The Faculty Representatives, with the Senior Faculty Representative as chairperson, shall call faculty meetings of its members to discuss Association business, shall appoint such faculty committees as the Association may require and shall organize and oversee the subsequent elections of Faculty Representatives: the enrollment of members in local, state and national education associations: and be responsible for two-way communication within the building.

## Section 4

Faculty Representatives shall be active members of the Manchester Education Association prior to their election and shall maintain their membership in good standing during the term of service.

# ARTICLE XI NEA-NH DELEGATE

## Section 1 - Eligibility

NEA-NH delegates shall have been active members of the Manchester Education Association for at least one-year prior to their election and shall maintain their membership in good standing during their term of service. Active service shall include serving as a member of the Representative Assembly, and serving on at least one active committee.

## Section 2 - Election

NEA-New Hampshire Delegates shall be elected in the month of November in accordance with Article XVI of these By-Laws and with Article VI of the NEA-New Hampshire By- Laws.

## Section 3 - Terms and Vacancies

The term of NEA-New Hampshire Delegate shall be for three years in accordance with NEA-New Hampshire By-Laws. Said term shall begin at the December meeting of the Representative Assembly.

## Section 4 - Duties

- A. NEA-NH Delegates shall attend pre-assembly hearings and meetings of the NEA-NH Assembly of Delegates.
- B. NEA-NH Delegates shall be responsible for presenting business of the state association to the MEA both before and after meetings of the NEA-NH Assembly of Delegates and shall attend the MEA caucuses before the NEA-NH

Assembly of Delegates.

C. NEA-NH delegates shall be members and attend the regular meetings of the MEA Representative Assembly and shall have voting privileges.

## ARTICLE XII NEA DELEGATE

### Section 1- Eligibility

NEA Delegates shall have been active members of the Manchester Education Association for at least one-year prior to their election and shall maintain their membership in good standing during their term of service. Active service shall include serving as a member of the Representative Assembly.

### Section 2 - Election

NEA Delegates shall be elected in the month of November in accordance with Article XVI of these By-Laws.

### Section 3 - Terms and Vacancies

The term of NEA Delegate shall be one year beginning at the December meeting of the Representative Assembly.

### Section 4 - Duties

- A. NEA Delegates shall be responsible for presenting the business of the National Education Association to the MEA both before and after meetings of the NEA Representative Assembly and shall attend pre-assembly hearings and caucuses.
- B. NEA Delegates shall be members and attend the regular meetings of the MEA Representative Assembly, and shall have voting privileges.
- C. MEA President or Vice President shall be an automatic delegate to the NEA Delegate Assembly, and shall attend the NCUEA Conference, of which the MEA is a member.

## ARTICLE XIII UNISERV

### Section 1 - Single Unit Uniserv Region

A. Whenever the MEA shall maintain a single unit of Uniserv, governance of said unit shall be that of the MEA. The Uniserv Chairperson shall be the MEA President; the Uniserv Executive Board shall be the MEA Executive Board; the Uniserv Board of Incorporators shall be the MEA Representative Assembly.

B. Regional Representative(s) to the NEA-New Hampshire executive Board

shall be the liaison between the MEA and the NEA-New Hampshire and shall attend MEA and NEA-NH Executive Board meetings. They shall be members of the MEA Representative Assembly, shall attend the regular meetings of the MEA Representative Assembly and shall have voting privileges.

C. Regional Representative(s) to the NEA-NH Executive Board shall be elected by the MEA in accordance with the NEA-New Hampshire By-Laws.

D. The term of office shall be defined in accordance with NEA-New Hampshire By-Laws.

## Section 2 - Uniserv Cluster Region

Whenever the MEA shall join with other local associations to form a Uniserv Cluster, the MEA's Incorporators and Executive Board Representative(s) to the region, in accordance with Uniserv By-Laws, shall be as follows:

### A. Duties

Uniserv Incorporators and Uniserv Executive Board Representative(s) shall be responsible for presenting the business of the association to the MEA before and after annual or special meetings of the Board of Incorporators and/or Executive Board and for attending pre-assembly hearings.

Uniserv Incorporators and Uniserv Executive Board Representative(s) shall be members of the MEA Representative Assembly, shall attend the regular meetings of the MEA Representative Assembly and shall have voting privileges.

### B. Terms and Appointments

1. Uniserv Incorporators shall serve in accordance with Uniserv By-Laws. The list of all Incorporators shall be presented at the June meeting of the Representative Assembly for final approval.

2. The election and terms of Incorporators shall be in accordance with Uniserv By-Laws. Said terms shall be staggered.

3. Uniserv Executive Board Representative(s) shall be elected by the MEA Incorporators in accordance with Uniserv By-Laws. Newly elected Uniserv Executive Board Representative(s) shall be announced to the MEA Representative Assembly at the June meeting.

### C. Eligibility

1. Uniserv Incorporators shall have been members of the Manchester Education Association for at least one-year prior to assuming their positions and shall maintain their membership in good standing during their term.

2. Uniserv Executive Board representative(s) shall have been Uniserv Incorporators for at least one year prior to their election.

## ARTICLE XIV STANDING COMMITTEES

### Section 1 - Structure

- A. There shall be standing committees carrying the specific functions outlined below. They shall have members selected by the president and confirmed by the Executive Board to represent different groups in the Association. Members shall be appointed for overlapping terms of three years with the exception of the Committee on Negotiations and Budget whose terms are set forth in Section 4, 6 and 1 of this article. Each committee may, with the approval of the Executive Board, organize special sub-committees for the special activities from the membership of the Association.
- B. Committee Chairpersons shall be appointed by the President with the approval of the Executive Board for a two-year term.

### Section 2 - Meetings

Each standing committee shall meet according to a calendar developed with the Executive Board and may hold special meetings at the call of the Chairperson.

### Section 3 - Reports

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Board and the Representative Assembly and shall prepare an annual written report summarizing objectives, action programs, gains and unmet goals, which the Executive Board shall distribute to the members and which shall become a part of the continuing committee record in the Association files.

### Section 4 - Titles and Duties

- A. Committee on Teacher Benefits develops recommendations on improvement of teachers' retirement benefits, salaries, fringe benefits, and working conditions.
- B. Committee on Teacher Rights shall concern itself with the interpretation, maintenance and enforcement of teachers' constitutional, contractual and statutory rights.
- C. Committee of Public Relations shall seek to develop public understanding of the purposes and programs of the Association, the values and importance of education, and, in cooperation with the administration, the educational philosophy and programs of the schools. The committee shall maintain internal communication within the Association.
- D. Committee on Instruction and Professional Development shall explore and develop programs to meet standards for recertification, to provide opportunities for pre-service, continuing, and in-service professional education and to create and maintain rapport between the Association and neighboring institutions of higher education. The committee shall study and advise the Association in matters regarding recertification, staff development, and accountability.
- E. Committee on Social Affairs/Community Projects shall organize activities, which serve the needs of the membership, and those MEA sponsored community projects

that promote fellowship between the Association and the community.

F. Committee on Political Awareness shall have broad concern for local, state and national legislation affecting the interest of the Association and its members and for exercise of civic responsibilities by its members.

The committee shall inform members on all pending or enacted legislation of interest to teachers. It shall promote and develop activities leading to the passage of desirable educational legislation.

The committee shall also maintain a high level of community involvement.

G. Committee on Negotiations shall explore, survey, and study all areas of teacher welfare, salaries, fringe benefits, retirement, insurance, and general working conditions for purposes of negotiations. The committee shall continuously maintain all records and data necessary to its function.

Members of the Committee on Negotiations shall be approved by the Executive Board and shall be members representing various levels of instruction.

#### Bargaining Team

For the purposes of negotiating the Master Agreement, a Bargaining Team shall be chosen by the President from the Negotiations Committee and approved by the Executive Board. The president shall select the chair of the bargaining team from its members.

Whenever possible, the Bargaining Team shall consist of 2 representatives from each level (Elementary, Middle School and High School) and an At-Large Position. Of these members, one member who has actively served on Negotiations for the last two contracts, two members who have actively served on Negotiations for the immediate past contract, and only one member of the Executive Board. The President shall be a member ex-officio of this bargaining team.

H. Committee of Elections shall be responsible for the conduct of nominations and elections of the Association as provided for in these By-Laws, for special elections authorized by the Representative Assembly and for any other items on which votes are taken by ballot(s). The committee shall prepare and check the ballot(s) for accuracy, supervise the voting, act judge and constable of the election or ballot vote, and perform other appropriate duties as authorized. The committee shall consist of the chairperson and as many members necessary to equal the ratio of the elected Executive Board members. No officer of the Association or candidate shall serve on the Committee on Elections.

All election procedures shall be in accordance with the Election Committee's rules for conducting the election of MEA officers and board members, and NEA and NEA-NH delegates.

I. Committee on Budget shall consist of the Past President or President's designee as Chairperson, Treasurer, two members of the Executive Board, and three members from the Representative Assembly. The committee shall formulate the budget for presentation to the Representative Assembly at the March meeting. Final action shall take place at the April meeting of the Representative Assembly.

### Section 5 - Relation to the Executive Board

The Executive Board shall assist the President in appointing members of standing committees to fill all unexpired terms as vacancies occur, and shall plan for an organizational committee conference each year. It shall require and assist the committees in defining their immediate and long-range objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

### Section 6 - Relation to the State and National Associations

The standing committees shall seek to understand and relate to the objectives and programs of corresponding units in state and national associations and shall counsel with them.

## ARTICLE XV SPECIAL COMMITTEES

Special committees may be established by the Representative Assembly or by the Executive Board or by the President for the purpose of accomplishing a specific task within a limited period of time.

## ARTICLE XVI ELECTIONS

### Section 1 - Nominations

A. Nominations -- Members of the Association will open nominations for the President, Vice-President and Executive Board at the January Representative Assembly. Nominations will close at the February Representative Assembly.

Nominations for NEA and NEA-NH delegates will open at the October Representative Assembly and will close at the November Representative Assembly.

Members of the Assembly may nominate other candidates from the floor. However, all nominees must agree in writing for said position.

B. Balloting --

1. By March 31<sup>st</sup>, the MEA election process for the eligible officers' positions will be completed. By November 31<sup>st</sup>, the MEA election process for the eligible delegate positions (NEA and NEA-NH) will be completed.

NOTE: ALL CANDIDATE LITERATURE IS THE SOLE RESPONSIBILITY OF THE CANDIDATE.

2. During a year where the MEA President and Vice-President shall be elected, all officers will be elected at voting sites designated by the Elections Committee. Each member will only be allowed to vote at his or her designated site. Sites will be designated based on the member's home school. For the purposes of this article, the home school is the school where the member is listed on the official MEA roster. All members will be notified of their designated site by March 1.

3. Each designated site will be open for member voting over a two (2) day period determined by the Elections Committee chair. Members of the Elections Committee will monitor and supervise each polling site. At the Discretion of the Election Committee chair, additional members may be trained to assist with the functions of the polling sites. All Election Committee members as well as members assisting at the designated sites will be allowed to vote at the site they are assigned to under the supervision of an Elections Committee member.
- C. Reporting Results -- The Elections Committee shall report the results to the President who shall cause them to be published and reported at the next Representative Assembly. The new officers shall be installed at the first Representative Assembly meeting of the new school year.
- D. Revision Clause (Adopted 5/11/04) – “In the event of any person running unopposed for the MEA office, NEA delegate, NEA-NH delegate, or DISCO representative, the MEA Representative Assembly will vote to declare that person as the elected official for said office. The Secretary will cast one ballot for acceptance of said candidate(s). Once the Representative Assembly votes to close nominations on MEA, NEA-NH, NEA and DISCO Elections, no write-ins will be accepted.”

## Section 2 - Elections of Delegates

Delegates to the National Education Association and NEA-New Hampshire shall be elected in compliance with their By-Laws and rules and in accordance with Articles XI, XII and XVI of these By-Laws.

## ARTICLE XVII MEA CONTRACT RATIFICATION PROCEDURE

- A. After a tentative agreement is reached and presented to and accepted by the MEA Executive Board, a date will be set for clarification of changes in the tentative agreement. All members will receive a copy of the tentative agreement prior to the clarification meeting. During said meeting, only questions pertaining to clarification of changes will be allowed.
- B. There will be an additional meeting for debate. Pros and Cons will be addressed. Ratification voting will not be taken on this date.
- C. Following the close of the debate meeting, ballots will be mailed via U.S. Mail to all current MEA members. Included in the ballot will be a stamped return envelope with specific directions for mailing and return. All eligible ballots will be counted by the Elections Committee. The ratification shall be in accordance with the Elections Committee's rules for the conduct of contract ratification by a mailed ballot.

ARTICLE XVIII  
AMENDMENT PROCEDURE

- A. The Representative Assembly may amend the Articles of Agreement by a two-thirds majority of those voting at any regular meeting provided that amendments have been introduced at the preceding meeting immediately distributed to members of the Assembly for faculty discussion.
- B. These By-Laws may be amended by majority vote at any regular meeting of the Representative Assembly provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to Faculty Representatives two calendar weeks in advance of the meeting.

APPENDIX

- 1.
  - a. The transitional constitution and By-Laws of the Manchester Education Association from the Manchester Teachers' Guild became effective in April of 1966.
  - b. The Manchester Education Association passed its corporate Articles of Agreement and By-Laws in 1969.
  - c. The By-Laws were amended in 1972, 1979, 1980, 1981, 1982, 1986, 1987, 1988, 1989, 1991, 1997 and 2006.

Oath of Office

I, \_\_\_\_\_, do solemnly swear to uphold the Articles of Agreement and By-Laws of the Manchester Education Association and, to the best of my abilities, fulfill the duties and obligations of the position of \_\_\_\_\_.