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Bylaws of the Sandwich Education Association

[Glossary](#)

1. Member in Good Standing:
 - a. Active membership for at least 90 days or a new hire within one month of hire date
 - b. Current on all membership dues
2. Quorum:
 - a. A majority of their members shall be a quorum for the Executive Committee
 - b. A quorum for general membership meetings shall be ten percent 10% of the members.
3. Fiscal Year: July 1st through June 30th.

Article I - Name

The Association will be called the Sandwich Education Association (S.E.A.), hereinafter called the Association.

Article II - Purpose

The purposes of the Association are as follows:

- a. to maintain and improve the quality of education for all stakeholders
- b. to represent the interests of each bargaining unit: Teachers, Custodians, Educational Support Professionals (ESPs), and Administrative Assistants

- c. open communication among the community of Sandwich
- d. to uphold high professional standards
- e. to advance the socio-economic well being, safety, and working conditions of the members of the bargaining unit

Article III - Membership

Section 1.

Membership of the Association shall consist of Active members and Honorary Life members.

a. Active membership in the Association will be extended to those currently employed by the Sandwich school system who meet the requirements for active membership in the Massachusetts Teachers Association, excluding the Superintendent, Assistant Superintendent, Business Manager, Building level administrators and any other comparable position.

b. Active members of the Association must be members of the NEA and MTA.

Section 2.

Active membership shall be continuous (on-going year-to-year without additional required enrollment procedures) until the member leaves, submits notice of resignation from the Association, or fails to pay membership dues upon date of resignation.

Section 3.

Open Enrollment: period from July 1st to October 1st when any individual eligible for Membership may join the Association or a new hire within 10 days if hired after the school year starts. Rolling enrollment will occur after October 1st, however members will need to pay dues in full up to that point and do not have access to sick bank in that school calendar year.

Section 4.

Retired SEA members in good standing retain membership in the SEA if they elect to continue membership at their own expense. Any retired member may attend meetings and all Association events, contribute to Association communication, and participate in Association proceedings, but may not vote in Association decisions.

Section 5.

All membership dues must be paid to the SEA, which will forward required dues to the Massachusetts Teachers Association and the National Education Association according to their payment deadlines.

Section 6.

Active members of the Association have the right to examine the minutes of Executive Board meetings, all committee reports, and all annual final reports of the Executive Board. Reports are made available on the SEA website, which is accessible to all members.

Section 7.

Adherence to the Code of Ethics of the Education Profession available in the Appendix and on the SEA shared drive, shall be a condition of continuing membership.

a. Members who fail to adhere to the C.E.E.P. shall be subject to admonishment, censure, suspension, or disaffiliation from the Association as determined by the Executive Board.

b. Members have the right to a hearing before the Executive Board prior to Executive Board action.

c. The Executive Board may reinstate a member who has been previously suspended or disaffiliated from the Association.

Section 8.

Only members in good standing will have the privilege of voting and holding office in the Association.

Article IV - Committees

Section 1.

a. The following committees will be formed in order to conduct business on behalf of the membership:

I. Bylaws

II.. Election (during election years)

III.. Negotiating

IV. Scholarship

V.. Additional committees can be formed as needed.

Section 2.

Each Committee shall establish and follow consistent Committee Procedures. The committee will be chaired/co-chaired by a member in good standing or a building representative, while other members of the committee may be volunteers from the general membership. Chairs will report to the E-Board. Any member in good standing has the right to serve on any committee. It is the responsibility of the chairperson of each committee to recruit members for the committee annually. The Vice President is an “ex officio” of each committee.

Section 3.

The President shall assign roles of chairperson for each committee annually. Committee Chairs will hold meetings monthly or “as needed.” The chair shall submit Agendas and Meeting Minutes to the Executive Board, Committee Chairs are responsible for reporting the actions of their committee at the E-Board Meetings and at the General Membership Meetings. New committees may also be proposed and accepted by the E-Board.

Article V - Dues

Section 1.

- a. Annual membership dues amounts shall be inclusive of each member's contribution to SEA, MTA, and NEA. The SEA dues portion may need to be adjusted to cover the operating costs, stipend amounts, and general fund building for the organization.
- b. Raises to dues may occur by the following procedure:
 1. Proposal, with rationale, from any member in good standing at a meeting of the executive board
 2. Review of financials and presentation from the Association Treasurer to determine if the rationale is justified
 3. General membership meetings provide opportunity to propose changes, provide rationales, allow for membership discussion.
 4. Dues of the Active members of the Association shall be established by a vote of the board annually.

Article VI - Officers and Building Reps

Section 1.

The Officers of the Association will be a President, a Vice President, a Secretary, a Treasurer. Any Member of the Association in Good Standing shall be eligible for Officer positions.

Section 2.

The Executive Board will include the Officers, the representatives from each school building, from each bargaining unit in the district. Each member of the Executive Board shall have a single vote.

Section 3.

All Building Reps must attend the Executive Board meetings. The purpose for the attendance will be for input and dissemination of information from/to their respective buildings and committees.

Section 4

A. Terms

- a. The term of each elected officer shall be for three (3) years
- b. President, Vice President, Secretary and Treasurer may serve no more than two consecutive terms

Section 5

The President shall serve a three year term. Officers may not be elected to the same position for more than two consecutive terms. During Presidential changes, the former President will remain on for a two month Emeritus status to aid in the transition.

Section 6

If any position receiving a stipend is unable to fulfill the duties of the office, or accumulates three absences from any expected meetings or required events in a given year, that office will be declared vacant by a majority vote of the Executive Board. The Secretary will record official absences. Stipends will be prorated based on time served in the office.

Section 7

When a vacancy on the Executive Board occurs, the Executive Board will give written notice within five working days, to the general membership. Any parties interested in filling the vacancies will be required to give written notice to the Executive Board within five working days after the notification. The Executive Board will vote to fill the position from the interested parties until the next General Election, notifying the general Membership of the change in writing.

Section 8

In the absence of the President, the officer shall act in their place in the following order: Vice President, Secretary, and Treasurer.

Article VII - Duties of the Officers

Section 1.

The President will:

- a. Promote the interests and purposes of the Association
- b. Preside at all Association meetings and at all Executive Board meetings
- c. Will have emergency power to convene any committee as the need arises, either electronically or in writing
- d. Represent the Association or provide representation for the Association at all professional gatherings, including School Committee meetings, where representation of the Association is deemed necessary
- e. Execute responsibility for the biennial auditing of the Treasurer's books by a non-affiliated auditor. This biennial audit will be completed in June of each school year
- f. Propose the expenditure of funds for the execution of outlined duties, pending the approval of the Executive Board
- g. Form and organize new committees as need arises
- h. Co-sign with the Treasurer for all fiscal responsibilities

- i. Attend all arbitration and mediation meetings
- j. Provide for the hearing of visitors at each Executive Board meeting
- k. Appoint committee chairs annually.
- l. At the end of the President's term there will be a two month "Emeritus status" to assist with the transition

Section 2.

The Vice President will:

- a. Preside in the absence or at the request of the President
- b. Work in collaboration with the President in preparation for the assumption of future duties
- c. Be a member of the Negotiating Team
- d. Execute any other duties assigned by the President
- e. Appoint committee chairs annually, with the President
- f. Serve as an "ex officio" member of all committees
- g. POLITICAL ACTION LIAISON (PAL)
 - i. Serve as liaison between SEA and MTA political initiatives
 - ii. Share legislative updates with members
 - iii. Promote member engagement in advocacy efforts

Section 3.

The Treasurer will:

- a. Overall responsibilities:
 - i. Collect dues from all members for the Association and affiliated organizations
 - ii. Receive and deposit all dues and other funds belonging to the Association
 - iii. Work with the Secretary to maintain an up-to-date membership list, including demographic information and provide membership lists to Association committees upon request
 - iv. Report membership totals annually to the Association
 - v. Request 150e from HR biannually.
 - vi. Remit all collected dues to affiliated organizations (MTA/NEA)
 - vii. Disburse funds as authorized by the Executive Board or by vote of the general membership
 - viii. Maintain an up-to-date, itemized record of all receipts and expenditures for auditing purposes
 - ix. Prepare written and oral financial reports for each general Association meeting
 - ix. Prepare the proposed annual budget for Executive Board approval and present it electronically to the Association for the January E-Board meeting for final approval by the end of the fiscal year at a general meeting.
 - xi. Ensure that SEA accounts are audited at the end of each three-year term.

- xii. Prepare and file all required tax documents, including IRS filings and 1099 forms
- xiii. Prepare financial documentation required for 501(c)(5) nonprofit status

Membership Coordinator Responsibilities (Assigned to Treasurer):

- a. The Treasurer shall serve as the Membership Coordinator and will manage all day-to-day membership processes.
 - 1. New Member Enrollment Process
 - a. All new member enrollments, whether completed online or via paper application, shall be reported to and processed through the Membership Coordinator
 - b. Building Representatives/New Member liaison shall:
Forward completed paper applications to the Membership Coordinator via email or interdistrict mail
 - c. Notify the Membership Coordinator when a member completes online enrollment
 - 2. The Membership Coordinator shall:
 - a. Maintain and update the official SEA membership roster
 - b. Monitor and reconcile NEA 360 records
 - c. Confirm enrollment status prior to financial processing
 - d. Coordinate with district payroll to initiate dues deductions
 - e. Process back dues or lump sum payments as necessary
 - f. Manage all financial remittance in accordance with MTA/NEA requirements
 - 3. Membership Changes Process
 - a. When a member leaves or changes status (including resignation, retirement, transfer, change in role or bargaining unit, leave of absence, or withdrawal) building representatives or officers shall notify the Membership Coordinator via email and include:
 - i. Member name
 - ii. School/building
 - iii. Type of change
 - iv. Effective date (if known)

Section 4.

The Secretary shall:

- a. Keep an accurate written account of the proceedings of the general Association meetings and the Executive Board meetings
- b. Will be responsible for distribution of minutes for electronic voting to the Executive Board

- c. will be responsible for distribution of all minutes to the membership electronically within five business days of the meeting
- d. be responsible for the revision of the minutes of the previous general Association meeting at each Association meeting
- e. record the results of all voting performed by or for the Association at general meetings and those submitted by the various committee chairpersons
- f. be responsible for obtaining all committee reports and maintaining a file of said reports that is available electronically to the membership
- g. Work with the Treasurer to keep an up-to-date record of the membership, including demographics and provide copies of membership lists to Association committees upon request
- h. Record the Official Attendance at all Executive Board meetings and other events wherein Officer Attendance is expected.
- i. transfer all Association files to the newly elected president

New Member Liaison Responsibilities (Assigned to Secretary)

- i. New Member Liaison Responsibilities
 - 1. Serve as the primary contact for new members
 - 2. Welcome and inform new hires
 - 3. Provide an overview of:
 - a. Union structure (SEA, MTA, NEA)
 - b. Contract basics
 - c. Member rights and protections
- ii. Assist with membership enrollment and direct members to appropriate resources
- iii. Encourage participation in union meetings, events, and activities
- iv. Support building representatives in recruitment efforts

Meeting & Documentation Responsibilities (Assigned to Secretary)

- v. Maintain accurate records of all Association and Executive Board meetings
- vi. Distribute draft minutes to Officers and General Membership
 - 1. Meeting Minutes Timeline Going Forward:
 - a. Draft notes within 48 hours
 - b. E-Board vote within 48 hours
 - c. Final publication by Day 5
- vii. Maintain records of all votes, committee reports, and official documents
- viii. Record official attendance at Executive Board meetings and required events
- ix. Transfer all Association files to incoming leadership

Communication & Website Responsibilities (Assigned to Secretary)

- x. Maintain and regularly update the SEA website

- xi. Ensure posting of:
 - 1. Meeting minutes
 - 2. Bylaws
 - 3. Contracts
 - 4. Important Association updates
 - xii. Coordinate with MTA communication and web support as needed
 - xiii. Ensure all information shared is accurate and up to date
- Social Media Responsibilities (Assigned to Secretary)
- xiv. Manage SEA social media platforms (e.g., Instagram, Facebook)
 - xv. Post updates on a minimum bi-weekly basis
 - xvi. Share:
 - 1. Union updates and announcements
 - 2. Legislative information
 - 3. Events, fundraisers, and initiatives
 - xvii. Promote engagement and communication with membership

Article VIII - Duties of the Executive Board

Section 1.

Members of the Executive Board will:

- a. Advise and assist the President
- b. Appoint a Parliamentarian when necessary to apply Robert's Rules of Order to any Association proceedings
- c. Have the power to take emergency action (e.g., vote, appoint absence replacements, allocate funds, etc) when deemed unanimously necessary
- d. Have the power to establish any committee when deemed necessary
- e. Be responsible for creating positive public relations
- f. Conduct a hearing in the event a member is thought to have violated the code of Ethics of the Education Profession and take necessary action pursuant to Article III - Section 7
- g. Hear and decide any appeals pertaining to nominations and conducting of elections
- h. Decide, in conjunction with the PR&R Committee, whether to advance a grievance to arbitration
- i. Disseminate electronically to the general membership any information that is of concern to the Association
- j. Inform members of any pertinent committee meetings that may be of concern to the Association

Article IX - Professional Rights and Responsibilities Chair

Section 1.

- a. This chair will be appointed by the President and Vice President. Upon the recount the executive board annually.

- b. The Chairperson will prepare reports for the executive board. The Chairperson formally documents all grievances.

Section 2

- a. The chair shall be chosen from the representatives.

Article X - Negotiating Committee

Section 1.

There will be an elected Negotiations Committee that is composed of up to seven (7) voting members for each Bargaining Units as follows:

- a. the President of the Association
- b. the Vice President of the Association
- c. the appointed Negotiation chair from the executive committee
- d. Up to one active member from each building (Forestdale, Oak Ridge, Sandwich Middle School, and Sandwich High School) for each contract negotiated (Teachers, ESP, Custodial, Secretarial)

Section 2.

The President and Vice President appoint the Negotiating Committee chair annually.

Section 3

The chair will recruit the active members from each building.

Section 3.

This Committee will appoint a secretary from the committee members prior to any negotiation activity.

Section 4.

Terms of office for Negotiating Committee members will be for the length of the negotiation at stake.

Section 5.

Newly elected committee members will assume office at the beginning of each unit's negotiations cycle.

Section 6

The committee will follow the Procedures.Negotiating Committee

Article XI FINANCES AND USE OF ASSOCIATION FUNDS

Section 1. Purpose of Association Funds

All funds of the Sandwich Education Association (SEA) shall be used solely to support the mission, goals, operations, programs, and activities of the Association and its members. Association funds shall be managed in a fiscally responsible manner and used for legitimate union business only.

Section 2. Fiduciary Responsibility

All officers, representatives, committee members, and any individual entrusted with Association funds shall act as fiduciaries of the Association and shall exercise the highest degree of care, honesty, and accountability in the management of Association assets. Unauthorized use or misappropriation of Association funds shall be subject to disciplinary action as outlined in these bylaws.

Section 3. Authorized Uses of Association Funds

Association funds may be used for, but are not limited to, the following purposes:

A. Representation and Collective Bargaining

1. Contract negotiations and bargaining expenses.
2. Grievance processing and member representation.
3. Arbitration, mediation, and legal services related to Association business.
4. Professional Rights and Responsibilities (PR&R) activities.

B. Membership Services and Engagement

1. New member recruitment and orientation.
2. Membership drives and retention efforts.
3. Member communications, publications, websites, social media, and electronic communication platforms.
4. Member recognition and appreciation activities.

C. Professional Development

1. Conferences, workshops, training, and leadership development.
2. Registration fees, travel expenses, and materials related to approved Association business.
3. Educational resources that benefit members.

D. Association Operations

1. Office supplies, printing, postage, and administrative expenses.
2. Website hosting, software subscriptions, and technology services.

3. Financial services, bookkeeping, tax preparation, audits, and insurance.
4. Banking, payment processing, and related fees.

E. Scholarships, Grants, and Community Outreach

1. SEA-sponsored scholarships and awards.
2. Approved grants and educational initiatives.
3. Community outreach projects approved by the Executive Board.
4. Activities that promote public education and support students and families.

F. Member Events and Activities

1. Association meetings and events.
2. Social gatherings and member engagement activities.
3. Recognition programs and Association-sponsored celebrations.

Section 4. Prohibited Uses of Association Funds

Association funds shall not be used for:

- A. Personal expenses or personal benefit of any member, officer, representative, or employee.
- B. Loans, advances, gifts, or donations to individuals unless specifically authorized by a vote of the membership.
- C. Purchases unrelated to the business or purposes of the Association.
- D. Any expenditure prohibited by law, the Association's bylaws, or governing documents of affiliated organizations.

Section 5. Authorization of Expenditures

All expenditures shall be:

1. Included in an approved budget; or
2. Approved by vote of the Executive Board; or
3. Approved by vote of the membership.

No Association funds shall be disbursed without proper authorization and supporting documentation.

Section 6. Dual Authorization of Association Funds

A. Purpose

To safeguard Association assets and ensure financial accountability, all Association bank accounts, investment accounts, debit cards, electronic payment accounts, and financial transactions shall be subject to dual oversight.

B. Authorized Signers

1. The Treasurer and President shall serve as the primary authorized signers on all Association financial accounts.
2. The Vice President may serve as an alternate authorized signer if approved by the Executive Board.
3. No individual shall have sole authority over Association funds.

C. Check Requirements

1. All checks issued by the Association in excess of \$250 shall require two authorized signatures.
2. Checks payable to an authorized signer shall not be signed by the payee.
3. Blank checks shall never be pre-signed.
4. Supporting documentation, including invoices, receipts, or approved reimbursement requests, must be provided prior to check issuance.

D. Electronic Transactions

1. Electronic payments, transfers, ACH transactions, debit card purchases, Venmo, PayPal, or other electronic disbursements exceeding \$250 shall require documented approval from two authorized officers prior to processing.
2. Documentation of such approvals shall be maintained with the Association's financial records.
3. No officer may approve an electronic payment made to themselves without review and approval by another authorized officer.

E. Account Access and Oversight

1. At least two authorized officers shall have viewing access to all Association financial accounts.
2. Monthly bank statements shall be reviewed by both the Treasurer and President, or their designees, and reported to the Executive Board.
3. Any discrepancy, unauthorized transaction, or suspected misuse of funds shall be reported immediately to the Executive Board for review.

F. Separation of Duties

1. No single officer shall be responsible for authorizing, processing, and reconciling the same transaction.
2. The Treasurer shall maintain financial records, while the Executive Board shall provide oversight through regular financial reports and audits.

G. Emergency Suspension of Financial Authority

Upon credible evidence of financial misconduct, the Executive Board may immediately suspend an officer's signing authority, debit card access, and account privileges pending investigation.

H. Compliance

Failure to comply with the dual-signature and authorization requirements of this section may constitute financial misconduct and shall be subject to review under the Association's disciplinary and removal procedures.

Section 7. Reimbursement of Expenses

A. Association officers, representatives, committee members, and members may be reimbursed for approved Association expenses.

1. Except in emergencies authorized by the President and Treasurer, all purchases intended for reimbursement must receive Executive Board approval prior to purchase.
2. Requests for approval shall include:
 - a. A description of the item or service;
 - b. The purpose of the expenditure;
 - c. The estimated cost; and
 - d. The budget line item from which payment will be made.
3. Reimbursement requests shall be submitted to the Treasurer within thirty (30) days of purchase.
4. Reimbursement requests must include:
 - a. An original receipt or acceptable proof of purchase;
 - b. Documentation showing prior approval; and
 - c. Any additional information requested by the Treasurer.
5. No reimbursement shall be issued without proper documentation and approval.
6. The Executive Board may deny reimbursement for expenditures that were not approved in advance or that do not serve a legitimate Association purpose.

Section 9. Financial Misconduct and Misappropriation of Funds

A. Officers and representatives of the Association serve in a fiduciary capacity and shall exercise the highest degree of care in handling Association funds and assets.

B. Financial misconduct shall include, but not be limited to:

1. Unauthorized use of Association funds or assets;
2. Personal use of Association debit cards, credit cards, bank accounts, or electronic payment systems;
3. Falsification of financial records;
4. Failure to account for Association funds;
5. Intentional misuse or misappropriation of Association property.

C. Upon credible evidence of financial misconduct:

1. The Executive Board may immediately suspend the individual's financial authority pending investigation.
2. The Executive Board shall conduct a review of the alleged misconduct and may request a financial audit or other investigation.
3. The individual shall be provided notice of the allegations and an opportunity to respond.

D. Following review, the Executive Board may recommend disciplinary action, including:

- a. Restitution of funds;
- b. Removal of financial authority;
- c. Removal from office in accordance with the removal procedures established in these bylaws; and/or
- d. Referral to appropriate legal authorities when warranted.

E. Any officer found by a two-thirds (2/3) vote of the Executive Board or membership (depending on the applicable removal procedure) to have knowingly misappropriated Association funds shall be removed from office and shall be ineligible to hold an elected SEA office for a period of five (5) years.

Article XII – Duties and Responsibilities of Building Representatives

Section 1.

Elections:

- a. Teacher Representatives for each building will be elected at general election,
- b. The number of representatives will be determined by the number of grade levels per building (Forestdale, Oak Ridge, Sandwich Middle School and SHS)
- c. One ESP representative from each building will be elected at the general election.
- d. One representative from Secretarial/Clerical will be elected at the general election.
- e. One representatives from Custodial/Maintenance will be elected at general election
- f. The term of office will be two (2) years.

Section 2.

Duties of Building Representatives:

- a. Receive and potentially discuss any concerns of the faculty with the appropriate Member

- b. present the concerns of the Members to both the administration and the Executive Board.
- c. attend all Executive Board meetings and address all items on the agenda.
- d. meet with faculty and staff in respective buildings to explain that they will be the source of Association information.
- e. establish and maintain effective lines of communication with the members in their buildings.
- f. inform all members of their Weingarten Rights of Representation (right to union representation) when meeting with an administrator
- g. bring grievances to Level 1 (the building level)

Article XIII – Election Committee, Elections, Nominations, and Voting

Section 1. Elections

- a. There will be an Election Committee made up of at least three members from each building, which may be from any of the bargaining units.
- b. This committee is responsible for running the entire election process and for following the Election Committee Procedures.
- c. The Executive Committee will ask for volunteers from each building for this committee by April 1st.
- d. Any member who is not seeking election for any position may work on this committee.
- e. Elections are held every three years by June 1st for the positions of President, Vice President, Treasurer, and Secretary.
- f. Elections are held every 2 years for the positions of Building Reps from each of the 4 schools (Forestdale, Oak Ridge, Sandwich Middle School and SHS), Representative from the Custodian Unit, Representative from the Administrative Assistant Unit, Representative for ESP Unit.

Section 2. Nominations

- a. The Elections Committee opens nominations, by notifying the Secretary to advertise the date of elections and the process to submit nomination papers, including names of the members of the Election Committee in their respective buildings.
- b. The nomination process period, once advertised, should be two weeks in duration, barring unforeseen or abnormal circumstances which may extend the period as needed.
- c. Nomination forms will be available through, and should be submitted to, Election Committee members in each building.
- d. Any candidate who works in multiple buildings must decide which building they would like to represent and indicate that choice on the nomination form.
- e. Nominations are open to all members in good standing.
- f. Certifying nominations will be done by the Elections Committee
 - i. checking the membership list that nominees are members in good standing
 - ii. member is only eligible to run for one position

Section 3. Voting

- a. The Elections Committee will prepare ballots with all eligible candidates once the nomination process period has ended.
- b. Year 1: Ballots will contain the nominees for Officers (President, Vice President, Treasurer and Secretary.)
- c. There will be one ballot for the election of officers.
- d. All members will vote for these positions.
- e. Year 2 (opposite year of election of officers): each ballot will contain the nominees for the Building Representatives in their respective school. Each unit will have a ballot for their respective unit, and each member will receive a ballot depending on their school and unit. (SHS, Sandwich Middle School, Oak Ridge, Forestdale, Custodial, Secretarial and ESP)
- f. There will be 7 distinct ballots to elect representatives.
 - i. names of candidates will be listed alphabetically with a notation of incumbency
 - ii. ballots must be clearly marked in the space provided
 - iii. write in space will be provided for each position on the ballots
 - iv. building ballots will include building representative candidates for each respective building (Forestdale, Oak Ridge, Sandwich Middle School and SHS, Central Office, and Health and Safety when applicable) to ensure representation from each individual building
 - v. unit ballots will include candidates for each respective unit (Custodial, Secretarial, and ESP)
- g. Each ballot will be made public to all members of SEA for two weeks prior to the election.
- h. The Elections Committee oversees voting procedures and tabulation of results.
- i. In case of a tie, the election will be re-run, only for the position where there was a tie.
- j. No candidate running can be involved during the election period, from handling (or accessing digitally) nominations through reporting results.
- k. Results will be sent to the communications chair and made public through communication channels.
- l. Any appeal pertaining to nominations and the conducting of an election will be made to the Executive Board no later than three (3) school days following the election in question. The decision of the Executive Board will be final.
- m. Any vacancies on the Executive Board, except for the President and Vice President, are filled by the Executive Board. When an elected position becomes vacant, the person appointed by the Board to serve out the term shall be considered “elected” for the remainder of that term.
- n. If the Presidency becomes vacant, the Vice President assumes the presidency. The board votes to select one of the elected board members to serve as the Vice President until the next election.

Article XIV - Meetings

Section 1.

There will be at least two (2) General Meetings of the Association (open to all Members in Good Standing) each school year, one of which will be held by October 1.

- a. Electronic notification by the secretary of the date, time, and location of each meeting shall be provided to the membership at least one calendar week before meeting. This can be posted on the Association website and other modes of electronic communication like social communication.
- b. Reports from Committee chairs should be provided at each General Meeting.
- c. Any Member in Good Standing shall be afforded the opportunity to address the membership at a General Meeting.
- d. A request for Members to remain after the Convocation to open the school year may be considered a General Meeting of the Membership.

Section 2

Voting at all Membership meetings shall follow Robert's Rules of Order.

- a. A member of the group proposes a motion: "I move that..."
- b. Motions require that a second member of the group agrees to consider the proposal to ensure that the proposal is meaningful to more than one person. A member of the group chooses to second: "I second" or "I second for discussion" if you want to be clear that you are not in support but want to entertain a conversation about the proposal. Without a second the motion will die.
- c. Once the group has had a chance to speak in favor of or against the motion, the Chair will lead a vote. A majority vote on the motion will win
- d. Methods of Voting (paper or digital):
 - i. Adopt by consensus: If there is no opposition or only one or two opposed
Voice vote: Ayes vs. nays
 - ii. Show of hands: Keep hands raised until Chair and staff have completed counting
 - iii. Roll call vote: Only used if requested by a voting member
 - iv. Secret ballot: Only used to elect Chair and Vice-Chair

Section 3

Special or emergency meetings may be called by the President with the approval of the Executive Board

- a. electronic notice of a special or emergency meeting will be sent, two (2) days prior to the date fixed for such a meeting and will state the time, place and reason for which the meeting is being called

- b. business should be restricted to the reason for which the meeting was called

Section 4.

A majority of the Executive Board may request in writing that the President call a special meeting of the Association. The President will honor such a request.

Section 5.

Members of the Association may request a meeting of the Association.

- a. A reason for this meeting will be given in writing to the President.
- b. Signature of at least eleven (11) Active members must be affixed to this request.
- c. The President will honor such a request, and respond within 3 days of receiving the request.

Section 6.

In order for any business to be conducted and binding on the membership, a quorum of ten percent (10%) Active members must be present, and a majority of those members present must be in favor of any transaction.

Section 7.

All meetings of the Association will be conducted in accordance with the provisions set forth in [Robert's Rules of Order, Revised](#), unless such rulings are in conflict with this Constitution. [\(Robert's Rules of Order Cheat Sheet\)](#)

Article XV - Amendments or Revisions

Section 1.

This Constitution may be amended or revised at a regular or special meeting of the Association by a majority of the members present, provided that a copy of the proposed amendments or revisions has been electronically distributed to each member at least one week prior to the meeting.

Section 2.

Copies of Amendments or revisions adopted by the Association will be electronically distributed by the Recording Secretary to all Active members within two weeks.

Section 3.

Any amendment to or revision of this Constitution will become effective upon adoption unless stated otherwise.

Article XV - Compensation

President

10% of current salary schedule for teachers Masters column, Step 13

Plus dues

Vice President

5% of current salary schedule for teachers Masters column, Step 13

Plus dues

Secretary

5% of current salary schedule for teachers Masters column, Step 13

Plus dues

Treasurer

5% of current salary schedule for teachers Masters column, Step 13

Plus dues

PR&R Chair

5% of current salary schedule for teachers Masters column, Step 13

Plus dues

Executive Board Building Representatives Unit Representatives (Teacher, ESP, Secretarial, Custodian) \$800

Negotiation chairs will receive a stipend, which may be shared between team members at the team's request, to the equivalent of \$3000

Article XVI - Code of Ethics

Adapted from MassCUE's Board Code of Ethics

Section 1. The SEA Board expects of itself and its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum when acting as Board members and members.

1. Board members are to discharge their duties honestly and in good faith. Board members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in similar circumstances.
2. Board members or members attending any activities which include, but are not limited to, conferences, workshops, social events and meetings in which they are representing SEA will represent the organization as a member with the highest standards of conduct, integrity and accountability.
3. Board members' or members' online presence represents the organization with the highest standards of conduct, integrity, and accountability.
4. Board members and members must abide by SEA's Bylaws and Procedures. Vigorous debate at meetings is expected and encouraged, but Board members are obligated to

support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.

5. Board members must demonstrate loyalty to the interests of the membership, superseding any conflicting loyalties such as to segments of the membership, family members, advocacy or interest groups, other organizations, or any personal interests.

6. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

Section 2. Board members must not use their Board positions to obtain staff employment for themselves, family members or close associates.

1. Board members must not attempt to exercise individual authority over the organization. Board members interaction with the administration must recognize the lack of authority vested in individuals except when explicitly stipulated by the Board. Board members' interaction with the membership, public, media or other entities must recognize that Board members are not to speak for the Executive Board or for the membership, except to repeat explicitly stated Board decisions.

2. Board members and members will treat one another and others with respect, civility and transparency.

3. Board members must respect the confidentiality appropriate to issues of a sensitive nature.

4. A Board member must respect the confidentiality of closed sessions.

5. A Board member aware of any credible information that suggests that the organizations' bylaws have been violated by a Board member or a member, has an affirmative obligation to bring the concern to the Board President. If the Board President is the subject of the concern, it should be brought to the Board Vice President.

6. If a Board member or member is alleged to have violated this Code of Conduct: The President (or Vice President, if the President is the subject of the concern) will have an informal discussion with the individual whose action(s) are questioned. If this is not successful in resolving the concern, then: The President (or Vice President) will put the issue on the agenda for closed session. The respondent Board member or member will be allowed to present his or her views prior to the Board determining whether or not the action violated this Code of Conduct. A Board Member or member found by the Board (by majority vote) to have violated this Code of Conduct may be subject to subsequent removal from the Board, or membership revoked.

Adapted from the National Education Association:

The Sandwich Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term 'educator' includes education support professionals.

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 nurture of the democratic principles. Essential to these goals is 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 Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Section 1. Commitment to the Student

The educator strives to help each student realize their 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 to the student, the educator:

- a. Shall not unreasonably restrain the student from independent action in the pursuit of Learning.
- b. Shall not unreasonably deny the student's access to varying points of view.
- c. Shall not deliberately suppress or distort subject matter relevant to the student's Progress.
- d. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- e. Shall not intentionally expose the student to embarrassment or disparagement.
- f. 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--
 1. Exclude any student from participation in any program
 2. Deny benefits to any student
 3. Grant any advantage to any student
- g. Shall not use professional relationships with students for private advantage.
- h. 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.

Section 2. Commitment to the Profession

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

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 that 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:

- a. 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.
- b. Shall not misrepresent their professional qualifications.
- c. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.
- d. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- e. Shall not assist a noneducator in the unauthorized practice of teaching.
- f. 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.
- g. Shall not knowingly make false or malicious statements about a colleague.
- h. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

**Revised and Adopted by the Membership of the Sandwich Education Association
August 31, 2026**

