

GOFFSTOWN EDUCATION ASSOCIATION

GOFFSTOWN, NH 03045

**CONSTITUTION  
AND BYLAWS**

REVISED OCTOBER 14, 2021

**CONSTITUTION  
OF  
GOFFSTOWN EDUCATION ASSOCIATION**

**ARTICLE I - NAME**

The name of this association shall be the Goffstown Education Association.

**ARTICLE II - PURPOSES**

Section 1 - To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

Section 2 - To develop and promote the adoption of such ethical practices, personnel policies, and the standards of preparation and participation as mark a profession.

Section 3 - 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.

Section 4 - 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.

Section 5 - To hold property and funds and to employ a staff for the attainment of these purposes.

**BY-LAWS**  
**OF**  
**GOFFSTOWN EDUCATION ASSOCIATION**

**ARTICLE I - MEMBERSHIP**

Section 1

- a. Active membership in the Association shall be open to all professional personnel employed in the schools of Goffstown, New Hampshire, who hold an earned bachelor's or higher-degree (or hold a regular vocational or technical certificate) and where required hold or are eligible to hold a regular legal certificate; and who agree to abide by the Code of Ethics of the Education Profession.
- b. The first restriction in the preceding paragraph shall not affect professional personnel who joined before September 1, 1970.
- c. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
- d. Active members of the Association shall also be members of the National Education Association and NEA/New Hampshire.
- e. Full time administrators will be considered active members but may not hold office.

Section 2 - Associate Members - Persons not employed in the schools of Goffstown, NH, who are not eligible to become active members may upon payment of dues enroll as associate members with all the rights and responsibilities of active members except the right to hold office. Active members who retire with ten consecutive years of membership immediately preceding their retirement may continue as associate members for life, paying such dues as the Representative Council may determine.

Section 3 - Revocation of Membership-According to procedures adopted by the Representative Council, the Executive Board may suspend from membership or expel any member who shall have violated the ethics of the education profession.

**ARTICLE II - OFFICERS**

The officers of the Association shall consist of a president, a first vice-president, a second vice president in charge of grievance, the immediate past president, a secretary, and a treasurer.

### **ARTICLE III - EXECUTIVE BOARD**

Section 1 - The Executive Board shall consist of all the officers. It shall be the executive authority of the Association.

Section 2 - The Executive Board shall develop the policies which this organization has been incorporated to pursue.

Section 3 - Whenever the majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the by-laws or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant. If the Council so votes by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

### **ARTICLE IV - REPRESENTATIVE COUNCIL**

Section 1 - The legislative and policy adopting body of the Association shall be the Representative Council, and said Council shall be empowered to enact rules, regulations, policies, and activities pursuant to the other provisions of these By-Laws.

Section 2 - The Representative Council shall consist of the Executive Board and one representative for each ten (10) members or greater fraction.

Section 3 - Any member of the Association who is not a member of the Representative Council, may attend its meetings, shall sit apart from the voting body, but may receive permission to speak.

**ARTICLE V - DEPARTMENTS AND SECTIONS**

Section 1 - Departments

- a. With the approval of the Representative Council under rules adopted by that body, there may be one or more of the following Departments, including but not limited to, Administrators, Supervisors, Principals, Special Services, Higher Education, and Classroom Teachers.
- b. A department may represent its members within the Association on matters appropriate to it.

Section 2 - Sections - With the approval of the Representative Council under policies adopted by that body, members may organize Sections to consider specific instructional interests that are not appropriate concern for the total membership of the Association.

Section 3 - Prerequisite - Membership in the Association shall be prerequisite for membership in Departments and Sections.

**ARTICLE VI - AFFILIATION**

The Association shall affiliate with the National Education Association and NEA/New Hampshire under the respective rules of each.

**ARTICLE VII - DELEGATES**

Delegates to the Capitol Region (4) shall be elected by open nomination and by secret ballot for a period of three years. (Year one -- one delegate for a period of three years. Year two--one delegate for a period of three years. Year three--two delegates for a period of three years.) A representative to the Representative Assembly (1) shall be elected each year for a period of one year. Delegate names will be submitted yearly to the superintendent of schools by Feb. 1 in accordance with agreement as of 11/10/92.

Delegates to the Capitol Region and Representative Assembly are responsible for presenting the business of the state and national associations to the local association both before and after meetings of the Assembly of Delegates (State Meeting) and the Representative Assembly (National Meeting). They are responsible for attending preassembly meetings. These delegates should present a written report after the Assembly of Delegates and Representative Assembly. They should alert the Executive

Board to any impending business that must be acted upon by the Executive Board or Representative Council.

#### **ARTICLE VIII - MEETINGS**

Section 1 - Executive Board - The Executive Board shall meet on the \_\_\_\_\_ day of each school month at \_\_\_\_:\_\_\_\_p.m., at the call of the President, or at the request of three members of the Board.

Section 2 - Representative Council - The Representative Council shall meet on the \_\_\_\_\_ day of each school month at \_\_\_\_:\_\_\_\_p.m. The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the Council so that representatives have time to discuss it with their faculty/staff members in advance of the Council meeting.

Section 3 - Special Meetings - Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Board from five faculty/staff representatives or the President. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

Section 4 - General Membership - The Executive Board shall arrange at least one (1) meeting of the members each year for the discussion of professional issues.

Section 5 - The minutes of all meetings shall be posted in designated areas of each building as soon as practical.

#### **ARTICLE IX - QUORUM**

Section 1 - A majority of their members shall be a quorum for the Executive Board and committees.

Section 2 - Those members present and voting shall constitute a quorum for the Representative Council.

#### **ARTICLE X - POWER OF OFFICERS**

Section 1 - President - The President shall preside over meetings of the Executive Board, appoint the chairmen and members of standing committees, appoint special committees, be ex-officio a member of

all standing committees, and shall be the executive officer of the Association before the public either personally or through delegates by attending school board meetings, Souhegan Region meetings, and any and all matters pursuant to the Goffstown Education Association, as well as performing all other functions usually attributed to this office.

Section 2a - Vice-President - The vice-president shall perform the functions usually attributed to the office. He/she shall work closely with standing committees as the President may suggest. He/she shall become president if the presidency becomes vacant. He/she shall preside at all meetings of the Representative Council.

Section 2b – Vice-President of Grievance – The vice-president of grievance shall perform the functions usually attributed to the office and chair the grievance committee. They shall be the chair of the sick bank committee and shall work closely with standing committees as the President may suggest.

Section 3 - Secretary - The Secretary shall keep and post accurate minutes of all meetings of the Executive Board and Representative Council, shall maintain official files including an updated roll of the members in conjunction with the Treasurer, shall conduct and oversee tabulation of ballot procedures at any and all meetings and at elections and shall assist the President with Association correspondence.

Section 4 - Treasurer - The Treasurer shall:

1. hold the funds of the Association and disperse them upon authorization by the Executive Board.
2. organize and conduct membership enrollment among non-members and to inform members of the policies, programs, and accomplishments of all associations to which this Association is affiliated.
3. bill the members for their annual dues and collect them.
4. maintain a roll of the members in conjunction with the Secretary.
5. keep accurate accounts of receipts and disbursements.
6. report to each meeting of the Executive Council.
7. prepare an annual financial statement for publication to members as directed by the Executive Board.
8. keep the President and the Executive Board informed of the financial condition of the Association.

9. be bonded by the Association

Section 5 - Terms and Succession —

- a. The officers shall serve for two years and may be re-elected without an intervening term.
- b. Whenever the offices of both President and Vice-President shall become vacant between elections, the remaining members of the Executive Board shall choose a member of the Association to serve as President pro-tempore until the Representative Council can fill the vacancies.

**ARTICLE XI - POWER OF THE EXECUTIVE BOARD**

Section 1 - The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies established, report its transaction and those of the Council to the members, and develop policies for consideration by the Council.

Section 2 - The Executive Board shall represent the Association in negotiating personnel policies with the governing and appropriating bodies of the school system. Within policies established by the Representative Council it may make decisions binding the Association in these matters.

Section 3 – In the event of time-sensitive, pressing matters that can't wait for the next meeting, the board may take action without the need to call a formal meeting.

Section 4 – When a vacancy occurs of a building representative, the members of the council shall appoint a member in good standing to fill the position for the remainder of the term.

**ARTICLE XII - COMPENSATION**

The President, First Vice-President, Second Vice President in charge of grievance, Secretary, and Treasurer shall have their dues paid. In addition, the members of the Negotiating Team (five) shall have their dues paid in the years the Association is negotiating. The committee chairs of the following committees shall receive a yearly stipend as listed below. Stipends will be paid in full on or before June 1st and after the president has determined that the chair's obligations have been fulfilled. Other stipends may be granted by board on ad/hoc basis.

- Stipend for scholarship \$80
- Stipend for website \$80



**ARTICLE XIII - POWERS OF THE REPRESENTATIVE COUNCIL**

The Representative Council shall approve the budget, set the dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with the Articles of Agreement and By-Laws.

It shall be the final judge of the qualifications and election of officers and Faculty/Staff Representatives. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Council.

**ARTICLE XIV- FACULTY/STAFF REPRESENTATIVES**

Section 1 - In each public school in Goffstown, New Hampshire, members in good standing of this Association shall elect for a term of one year one representative to the Representative Council for each ten (10) members or major fraction thereof. There shall be at least one representative from each building. Elections shall be held in April and representatives shall take their seats at the next meeting of the Representative Council.

Section 2 - Representatives shall attend the regular meeting of the Representative Council. After two absences of a Representative, the President may declare the seat unfilled and call for an election to fill out the term. The President shall designate the Secretary to organize this special election.

Section 3 - Representatives shall call building meetings of the Association's members to discuss Association business, shall appoint such committees as the Association may require, and shall organize and oversee the subsequent election of representatives, the enrollment of members (in-local, state, and national associations), and two-way communications within the building.

Section 4 - Each representative shall serve as a member of at least one association related committee.

Section 5 - Members in good standing of this association shall elect each year a delegate to the Capitol Region for a three-year term and one delegate to the Representative Assembly. (Every third year this

election should include a second delegate to the Capitol Region as the association is now allowed four delegates). These elections shall be held prior to Nov. 15 at the discretion of the election committee

#### **ARTICLE XV - STANDING COMMITTEES**

Section 1 - Structure - There shall be standing committees to carry out the specific functions outlined below. They shall be selected to represent different groups in the Association and appointed for overlapping terms of at least two years. Each committee may, with the approval of the Executive Board, organize special subcommittees and task forces for specific activities from the membership of the Association.

Section 2 - Meetings- Each standing committee shall meet-regularly according to a calendar developed by the Executive Board and may hold special meetings at the call of the chairman.

Section 3 - Reports - Each committee shall choose a secretary who shall keep a continuing record of activities. Chairmen shall report as necessary to the Representative Council and shall prepare an annual written report summarizing objectives, action programs, gains, and unreachable 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. Negotiations Committee shall explore and prepare action programs as necessary in all areas of faculty/staff welfare, creating sub-committees with particular responsibility for salaries, leave, fringe benefits, insurance, credit and investment facilities, and general working conditions.
- b. Grievance committee shall explore and prepare action programs for securing satisfactory personnel policies and procedures for the redress of grievances. It shall advise the Representative Council on procedures for the implementation of the Code of Ethics. This committee shall advise the Executive Board in situations of censure, suspension, or expulsion of members. It shall develop a program of orientation to the Code of Ethics for all members of the Association.
- c. Social Committee shall organize and oversee the following subcommittees:
  1. Orientation - To develop and conduct programs for the orientation of new teachers to the community, the school system, and the Association.

2. Social Affairs - To organize such social activities as may serve the needs of members and promote fellowship within the Association.
- d. Website Committee – Members of the committee will be responsible for updating the website with regular communication with the association.
- e. Political Action Committee shall have broad concern for local, state, and national legislation affecting responsibilities by members. The Committee shall inform members about newly enacted legislation. It shall organize and oversee the work of the following subcommittees:
  1. State Legislation - To study pending legislation and to promote activities leading to the passage of desirable state legislation for schools.
  2. Federal legislation - To study legislation before the Congress and to develop activities leading to the passage of desirable federal legislation for schools.
  3. Citizenship - To represent the Association President at School Board and Budget Committee meetings, and to report results of these meetings to the Representative Council.
- f. Scholarship Committee - It shall explore and develop action programs to raise funds for scholarships for Goffstown High School students and children of GEA members.
- g. Elections Committee - It shall oversee the nominations at the preparation and counting of ballots for Association officers and delegates to NEA/NH and NEA. The designated composition of the elections committee shall include a representative within each school building of the Goffstown system. Nominations, on a year when such elections take place, will be the second Monday in March. Elections for officers will take place on the fourth Monday in March with elections for reps on the first Monday in April. Elections for delegates shall be prior to Nov. 15 at the discretion of the election committee. It shall conduct special elections whenever a vacancy occurs in any of the above offices.
- h. Sick Bank Committee - It shall oversee the donation to and allocation of sick days in the sick bank. The committee shall be composed of five (5) GEA members appointed by the Association president. Committee members will follow the procedures as outlined in the Sick Bank Policy and all requests made to the committee shall be held with complete confidentiality.
- i. Bylaws Committee – The bylaws committee will be responsible for reviewing the bylaws every 5 years and bringing to the attention of the Board any recommended changes the committee feels are necessary.

Section 5 - Relation to Executive Board - The Executive Board shall assist the President to appoint members of the standing committees at the regular meeting in September or the first meeting of the new school year, whichever comes first, to fill all unexpired terms as vacancies occur, and shall plan for an organizational committee conference each year. It shall require and assist committees to define their immediate and long-rang objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

Section 6 - Relation to State and National Association - The standing committees shall seek to understand and relate to the objectives and programs of corresponding units of state and national associations and may counsel with them.

Section 7 - The Representative Council shall have the power to authorize "ad hoc" committees as the need arises.

#### **ARTICLE XVI - ELECTIONS**

Section 1 - Nominations -

- a. Representatives shall report all nominations to the Secretary for publication. Members of the Representative Council may nominate other candidates from the floor.
- b. A Committee on Elections may publish to the members brief information on each candidate.

Section 2 - Balloting - On the fourth Monday in March, members will vote for officers, on the first Monday in April for representatives, and prior to November 15 for delegates. Voting will be by ballot, during school hours, in accordance with procedures promulgated to all members of the Association at least two weeks prior to the election which have been developed by a Committee on Elections chaired by the Secretary and approved by the Representative Council. A Committee on Elections shall report results to the President who shall cause them to be published. New officers and representatives shall be installed at the April Meeting of the Representative Council. The above procedure shall also be implemented in January for the election of delegates to the state and national assemblies.

**ARTICLE XVII - AUTHORITY**

Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Articles of Agreement and By-Laws and such standing rules as the Representative Council may adopt.

**ARTICLE XVIII – AMENDMENT**

These By-Laws may be amended by two-thirds majority vote of a quorum of the general membership provided that proposed amendments have been previously studied by the Executive Board and that copies have been posted two calendar weeks in advance of the vote.

FINAL 12/10/2021