Northborough Teachers Association Bylaws

Revised May 13, 2026

Article I

Name of Association

The name of the association shall be the Northborough Teachers Association, hereinafter referred to as “the Association”.

Article II

Resolutions

Section 1. To promote within the teaching group the highest type of professional practice; to encourage active participation of all teachers in the solution of school problems; to urge every member to be a life long learner; and to act in a professional manner according to the MTA Code of Professional Ethics

Section 2. To aid in securing and maintaining adequate salaries, tenure, a sound retirement system, and other improvements in conditions that will enable teachers to function properly as a vital factor in educational progress.

Section 3. To promote, encourage, and assist other local organizations of all teachers and to promote cooperation among such organizations and the members thereof.

Section 4. To cooperate with parent-teacher organizations and other civic bodies having educational objectives and to aid in interpreting to the public the problems, the functions, and the steady progress of the public schools.

Section 5. To encourage teachers to exercise their rights and privileges as citizens and to accept willingly leadership in civic affairs.

Article III

Membership

Section 1. Active Members

A. Active members are those

(1) Who are engaged in work of a professional nature in the field of education, and

(2) Who hold membership in the local affiliated if such membership is available; and

(3) Who, as new applicants for membership strike hold a baccalaureate degree of higher and a certificate or eligibility to hold same from a proper certifying authority, where required, or are qualified and certified as teachers by the DESE; or

B. Other employees of school committees or other governing boards of educational institutions who hold membership to them, but limited to tutors, instructional and non-instructional aides, secretaries, school nurses, and cafeteria workers.

Section 2. Active members of the Association shall also be members of the Massachusetts Teachers Association and the National Education Association.

Section 3. Associate Members

Associate members are those other persons interested in the advancement of the cause of education who are not eligible for active membership. Application for said membership shall be made in writing.

Section 4. Retired Members

Retired members are those former active or associate members who upon retirement apply to the Executive Secretary-Treasurer of the Massachusetts Teachers Association.

Section 5. Honorary membership

Honorary membership may be conferred by a two-thirds vote of the Executive Board or a general meeting of the membership.

Section 6. Adherence to the MTA Code of Ethics of the Education Profession shall be a condition of continuing membership.

Section 7. Revocation of Membership

According to procedures adopted by the membership, the Executive Board may suspend from membership or expel any member who has been found in violation of the Code of Ethics of the Education Profession.

Section 8. Only active members as defined in Sections 1 and 2 of Article III shall have the privilege of voting and holding office in the Association.

Article IV

Officers

Section 1. The officers of the local association shall be the President, a Vice-President, a Secretary, and a Treasurer. All officers shall have their dues to the NTA, MTA, and NEA deferred by the Association. Officers shall also receive the following annual stipends:

President: $5,000
Vice-President: $2,500
Treasurer: $3,500
Secretary: $1,500

Section 2. Powers and Duties of Officers

A. The President

(1) The President shall preside over meetings of the Executive Board and the general membership.

(2) They shall appoint the Chairperson and members of standing committees.

(3) They shall be an ex-officio member of all committees

(4) They shall perform all other functions usually attributed to this office.

(5) They may also distribute funds but must record all disbursals with the Treasurer.

(6) They shall be bonded.

B. Vice-President

(1) The Vice-President shall serve as Vice-President of the association and shall perform the functions usually attributed to that office.

(2) They shall meet regularly with Committee Chairpersons to discuss committee activities.

(3) They will prepare committee reports for the members.

(4) They shall act as Chairperson of the Public Relations Committee. (see Article X.)

C. Secretary

(1) The Secretary shall keep a record of all meetings of the Association and the Executive Board. They shall prepare and keep on file a correct list of the names and addresses of the members of the Executive Board. A member of the Executive Board, reason of continued absence from meetings, shall forfeit his/her membership on the Board. In cases of this kind the Secretary shall notify the President and ask that a substitute be appointed.

(2) They shall maintain official files, including current official bylaws, and all current contracts and NTA correspondence, and shall assist the President with the Association correspondence.

(3) They shall assist the Vice-President as Secretary of the Public Relations Committee.

D. Treasurer

(1) The Treasurer shall hold the funds of the Association and disburse them in accordance with budgeted authorization.

(2) They shall bill the membership for annual dues; collect dues through the membership committee in each building and transmit amounts due the Massachusetts Teachers Association.

(3) They shall maintain a role of the members.

(4) They shall keep an accurate account of receipts and disbursements and shall report orally to each meeting of the Executive Board.

(5) They shall operate the credit union deductions authorized by each member and shall send these deductions into the MTA Credit Union.

(6) They shall prepare an annual financial statement for publication to members, one week before the yearly annual meeting, as directed by the Executive Board.

(7) They shall keep the President and the Executive Board informed of the financial condition of the Association and assist the Executive Boards in the drafting of the annual budget.

(8) They shall be bonded by the Association.

Section 3. Terms and Succession

The term of service for the President will be three years, aligning with each new contract. The Vice President, Treasurer and Secretary terms shall be two years, as described below. Terms shall be staggered such that the Vice-President and Treasurer shall serve concurrent terms. Officers may run for reelection at the end of their term. New officers shall be installed on July 1 of each calendar year.

Article V

Executive Board

Section 1. The Executive Board shall consist of the officers and building representatives and past presidents. It shall be the Executive Authority of the Association.

Section 2. Powers and Duties of the Executive Board

A. Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association and shall carry out policies of the Association.

B. It shall report its transactions to the general membership and suggest policies for consideration by them.

C. It shall adopt an annual budget for the operation of the Association. It shall have accounts of the Association audited annually.

D. The Executive Board shall have power to employ a staff for the efficient management of the Association and adopt personnel policies for this staff.

E The Executive Board shall have the power to allocate funds for members to attend conferences that are relevant to issues that affect the membership.

F. It shall establish committees and create policies governing them. This may be done at the elections meeting or at the discretion of the Executive Board.

G. Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his/her duties as defined in these bylaws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership votes by two-thirds (2/3) majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

H. In the event of a vacancy due to a change of position or resignation of an officer, a special election to fill the remaining term of the office will be held in a timely manner.

Article VI

Affiliation

Section 1. No person shall be admitted to or be continued as an active member in the Association who is not also a member of the Massachusetts Teachers Association.

Section 2. Every local association shall submit annually to the Massachusetts Teachers Association (prior to July 1):

A. A list of its officers and their addresses;

B. The names and addresses of all members on an official enrollment form furnished by the Massachusetts Teachers Association

C. A statement setting forth all amendments or changes in its bylaws during the preceding year.

Article VII

Building Representatives

Section 1. In each public school in Northborough, faculty members who are members in good standing of the Association shall elect for a term of two (2) years one (1) faculty representative for each elementary school, one representative at large, and up to three (3) at the middle school. If a position remains unfilled, a member at large can be appointed. Building Representatives shall receive a stipend of five-hundred dollars per year.

A. Where more than one such representative is elected, one shall be designated the point of contact.

B. Elections shall be held at the same time as that of other officers

C Two representatives for a building may serve jointly as co-representatives. Co-representative candidates shall be identified as such on the election ballot. Should there be co-representatives the stipend shall be shared equally between the two.

D In the event of a vacancy an officer may serve as the building's representative until the election of a new representative can be held.

Section 2.

A. Faculty representatives shall attend the regular meetings of the general membership unless they receive prior permission from the President.

B. After two (2) unexcused absences, the Executive Board may decide to take action which may include: reduction in stipend, or declare the seat vacant and call for an election to fill the remainder of the term.

C. The President shall designate the Nominations and Elections Committee to conduct such a special election.

Section 3. The faculty representatives shall be responsible for distributing Association communications to the members in their buildings, for keeping their members informed, and shall further act as a liaison between the members in their buildings and the Executive Board.

Article VIII

Nominations and Elections of Delegates to MTA Annual Meeting

Section 1. Delegate to the Annual Meeting of the MTA shall be elected.

Section 2. A list of names and addresses of elected delegates shall be submitted to the MTA.

Article IX

Meetings

Section 1. Executive Board Meetings

A. The Executive Board will meet at least monthly during the school year on a schedule to be determined by the Executive Board.

B. Three (3) members of Executive Board may request additional meetings.

Section 2. General Membership Meetings

A. There shall be at least two (2) general membership meetings each year which shall be determined by the Executive Board.

B. In advance of the spring meeting, the Executive Board shall prepare a tentative agenda, put in writing by the NTA Secretary, who will distribute it to all members at least one week before the meeting.

Section 3. Special Meetings

A. Special meetings of the general membership may be held at the call of the President or upon written request of the Executive Board from five percent (5%) of the membership.

B. Business to come before special meetings must be stated in the call which shall be sent in writing to each Faculty Representative for distribution to each member. Business shall be confined to these items.

Section 4. Quorum

A. The majority of their members shall be a quorum for the Executive Board and Committees.

B. A quorum for general membership meetings shall be 10% of the members.

Article X

Committees

Section 1. Organization

There shall be the following standing committees having the specific functions outlined below.

A. They shall have a number of members set by the Executive Board selected to represent different groups as defined in Section I-Members in the Association and appointed for one (1) year terms.

B. Each committee, with the approval of the Executive Board may organize from the membership of the Association special subcommittees and task forces for specific activities.

Section 2. Meetings

Each standing committee shall meet regularly according to a calendar developed by the Executive Board. Special meetings may be called by the Chairman.

Section 3. Reports

Each committee shall choose a secretary who shall record the activities of the committee. The chairman shall report to the general membership meetings any action items. They shall prepare and annual written report which the Executive Board shall file as part of the records of the Association.

Section 4. Titles and Duties

A. Contract revision committee

(1) Shall be established at the spring meeting of the year preceding contract negotiations.

(2) Shall be made up of the Executive Board, The Negotiating Team, and any others approved by the Executive Board.

(3) Shall prepare proposals generated from active members and standing committees especially the committee on professional rights. These proposals shall be presented to the School Committee by the Negotiating Team.

B. Negotiating Team

(1) The Negotiating Team shall be composed of the President, Vice-President, and /or one representative from each building. The representative from each building shall be elected in each building in May of the year preceding contract negotiations.

(2) Nominations should be submitted by the Executive Board. Executive Board members may serve on the Negotiating Team.

(3) Persons wishing to serve on the Negotiating Team shall submit their names to the President.

(4) If the faculty at a school does not elect a representative for the Negotiating Team, the Executive Board shall appoint a member of good standing to represent that school.

(5) Shall negotiate with the School Committee on hours, wages, and working conditions including the instructional programs for all personnel in each unit.

(6) Proposals will be presented to the Association for approval before being brought to the School Committee.

(7) Upon reaching a tentative agreement on all matters under negotiation, the Team shall prepare and submit its report and recommendations electronically to the members ten (10) calendar days before the ratification meeting.

C. Nominations and Elections Committee

(1) The Nominations and Elections Committee shall consist of the Executive Board.

(2) The nominations procedure for candidates seeking elective office shall be determined by the Nominations and Election Committee.

(3) The Committee shall be responsible for securing candidates for each of the elective offices.

(4) The names of the candidates for elective office together with information about each candidate shall be published by the NTA Secretary and distributed via e-mail to all members no later than two (2) weeks preceding the date of the election.

(5) Elections are to be held no later than June 15 each year.

(6) The Nominations and the Election Committee shall be responsible for conducting annual elections.

(7) All elections shall be conducted by secret ballot.

(8) To be elected, a candidate must receive a majority of the votes cast.

D. The Social Affairs Committee

Shall organize such social activities as may serve the needs of members and promote fellowship within the Association.

E. Special Committees

Each year the President may appoint such other special committees as may be necessary and shall discharge them upon completion of their duties.

Article XI

Rules and Procedures

Section 1. Roberts Rules of Order Revised shall be the authority of the Association.

Article XII

The Amendment Process

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting of the Association provided that copies of the proposed amendments have been sent to all members of the Association at least two (2) calendar weeks in advance of the general membership meeting.