

**MANCHESTER PARA/TUTOR
ASSOCIATION (MPTA)**

**CONSTITUTION
& BY-LAWS**

REVISED: APRIL 25, 2007

**MANCHESTER PARA/TUTOR ASSOCIATION (MPTA)
CONSTITUTION**

ARTICLE I

NAME:

This organization shall be known as:

THE MANCHESTER PARA/TUTOR ASSOCIATION, LOCAL #3175,
AFT CONNECTICUT, AFT, AFL-CIO (hereinafter referred to as "the MPTA")

ARTICLE II

OBJECTIVES:

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| Section 1 | To unite all paraprofessionals and tutors into a relationship of mutual assistance and cooperation. |
| Section 2 | To obtain for all the rights and benefits to which they are entitled. |
| Section 3 | To work towards achieving equality in education for all students of the Manchester School System. |
| Section 4 | To encourage the hiring and retention of competent paraprofessionals and tutors so as to raise the standard of their profession. |
| Section 5 | To encourage all paraprofessionals and tutors to pursue relevant and applicable training and education. |
| Section 6 | To uphold and protect all paraprofessionals and tutors rights in all conditions relative to employment. |
| Section 7 | To oppose all forms of bias and prejudice due to race, creed, sex, ethnicity, national origin, physical or mental disability, and social, political or economic status. |

ARTICLE III

MEMBERSHIP:

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| Section 1 | Membership in the MPTA shall be open to all Manchester Board of Education paraprofessionals, Head Start paraprofessionals, ESL Tutors, Title I Tutors, Read Tutors, Special Ed. Tutors, and any other non-certified Board of Education employees working directly with students in the Manchester School System. |
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Constitution (cont.)

- Section 2 Certified supervisory personnel shall not be eligible for MPTA membership. Any MPTA member promoted to a supervisory position shall automatically be removed from membership on the effective date of his/her promotion.
- Section 3 Upon presentation of written charges, signed by at least one-fourth of the then current MPTA membership, a member may be expelled for acts detrimental to the MPTA. The member so expelled shall have the right to appeal such expulsion on the grounds of unjust cause by written request at the next regularly scheduled meeting following such expulsion. The member so expelled may be reinstated by majority vote of those members then present and voting, to full membership and privileges if such member can prove unjust cause.

ARTICLE IV

DUES:

- Section 1 All Manchester Board of Education paraprofessionals, Head Start paraprofessionals, ESL Tutors, Title I Tutors, Read Tutors, Special Ed. Tutors, and any other non-certified Board of Education employees working directly with students in the Manchester School System shall be required to join the MPTA and pay dues through payroll deduction or an amount of money equivalent to the MPTA dues as a condition of continued employment.
- Section 2 There shall be a dues “pass-through” whenever the AFT Connecticut, AFT, or CSLC increases dues. This dues increase shall automatically take effect as soon as practicable and need not be taken to the membership for approval.
- Section 3 Dues will be assessed at ½ the full-time rate for paraprofessionals working less than 17 ½ hours and tutors working less than 13 hours.

ARTICLE V

ORGANIZATION OF THE MPTA:

The affairs of the MPTA shall be administered by a body of elected officials. This body shall be known as the Executive Board. The Executive Board shall consist of all the elected officials of the MPTA, committees, and the elected delegates of the AFT Connecticut and the State Labor Council.

It shall be the duty of the Executive Board to:

- a. Formulate the policies for adoption by the membership.
- b. Approve the agenda for the next meeting as set by the president.
- c. Appoint chairpersons of committees and to appoint building representatives.
- d. Appoint an interim replacement for any elected office.

Constitution (cont.)

Section 1 The elected officers of the MPTA shall be:

- a. President
- b. Co-President or Vice-President
- c. Secretary
- d. Treasurer
- e. Delegates to AFT Connecticut (optional)
- f. Delegates to Connecticut State Labor Council (optional)

Section 2 The duties of the President/Co-President shall be:

- a. To administer all the affairs of the MPTA.
- b. To execute all the policies of the MPTA as decided by the Executive body of the MPTA.
- c. To be one of the official delegates to conventions and council meetings of affiliated organizations.
- d. To be an official member of all committees.

Section 3 The duties of the Co-President/Vice-President shall be:

- a. To serve as coordinator for the building representatives.
- b. To coordinate reports of building representatives on membership status.
- c. To report on these activities at Executive Board meetings.
- d. To encourage all paraprofessionals and tutors to participate in the MPTA.
- e. To perform all the duties of the President in his/her absence.
- f. To act as membership chairperson.

Section 4 ~~The duties of the~~ Secretary shall be:

- a. To keep detailed account of all membership meetings.
- b. To report on communications from affiliated organizations
- c. To send out notices of meetings of the membership.

Section 5 The duties of the Treasurer shall be:

- a. To provide for the safe keeping of the funds of the MPTA.
- b. To keep record of money paid to the MPTA.
- c. To keep a full and accurate account of all receipts and bills paid by the MPTA.
- d. To be responsible for making the per-capita payments to affiliated organizations. (The Treasurer shall be bonded with the cost of the bonding to be paid by the MPTA.)

Section 6 The duties of the Delegates to affiliated organizations shall be:

- a. To attend the monthly meetings of the respective organizations.
- b. ~~To report items of interest to the membership.~~

The above officers shall constitute the Executive Board of the MPTA and as such shall set the policy and conduct the business of the MPTA. The Executive Board shall not be comprised solely of paraprofessionals or solely of tutors at any given time.

Constitution (cont.)

ARTICLE VI

ELECTIONS:

- Section 1
- a. The officers of the MPTA shall be elected bi-annually at the June meeting of even numbered years. All elected officers must be in good standing of the local.
 - b. A majority of the votes cast shall be necessary for election to office. Election must be by secret ballot.
 - c. Voting shall be open only to members attending the meeting.
 - d. In lieu of secret ballots, the secretary can be instructed to cast a single vote in uncontested elections provided nominations have been closed at the meeting.
- Section 2
- a. The term of office of the elected officials shall begin in August of the even numbered year.
 - b. All officers shall serve until their successors are in office.
- Section 3
- a. Notice shall be delivered to each member at least 10 days prior to nominations and elections.
 - b. Notice may be effected by local newsletter, newspaper, or by flyer, provided such notice is delivered to each member.

ARTICLE VII

AFFILIATION:

The local shall remain an affiliate in good standing with:

- a. AFT
- b. AFT Connecticut
- c. Connecticut State Labor Council

ARTICLE VIII

AMENDMENTS:

- Section 1
- A written amendment to the Constitution may be submitted and read to the members at any regularly scheduled meeting of the MPTA.
- Section 2
- A three-fourths vote of the members then present and voting at the next MPTA meeting shall be required to adopt such amendment.

Constitution (cont.)

ARTICLE IX

AVAILABILITY OF CONSTITUTION:

Section 1 Three copies of the Constitution and By-Laws shall be submitted to the AFT National Office and to the AFT Connecticut Office.

Section 2 Each member shall receive a copy of this Constitution and By-Laws.

Section 3 Extra copies shall be filed by the Secretary for distribution to new members.

DATED: APRIL 25, 2007

**BY-LAWS OF
MANCHESTER PARA/TUTOR ASSOCIATION**
(hereinafter referred to as “the MPTA”)

ARTICLE I

The order of business at the membership meetings shall be:

1. Call to order
2. Approval of minutes of the previous meeting
3. Officers’ and committee chairpersons’ reports
4. Acknowledgement of new members
5. Old business
6. New business
7. Adjournment

Meetings shall be conducted in accordance with Robert’s Rules of Order.

ARTICLE II

COMMITTEES:

Section 1 With the approval of the Executive Board, the committee chairperson shall be appointed by the president.

- Section 2 a. Committee chairpersons may select other persons to work on their committees.
- b. The chairperson shall be responsible for reporting the committee’s progress to the membership at regularly scheduled meetings, and to render a written report of such to the secretary after the meeting.

Section 3 Standing committees shall be:

- a. Just Ways Committee:
 - To assist in processing of membership grievances.
 - To keep records of such grievances and the cause for grievance (with time, place, date, personnel or administrator involved and number of times the contract has been violated).
 - To research activities which affect paraprofessionals and tutors.
 - This committee shall include building stewards.

By-Laws (cont.)

Section 3 (cont.)

b. Education Committee:

- To coordinate programs for In-Service training.
- To keep the Manchester Board of Education Human Resources Dept. informed of the MPTA's needs.

c. Social and Public Relations Committee:

- To organize all social activities of the MPTA and provide refreshments at such meetings and events that the MPTA deems appropriate.
- To keep the press informed of MPTA.
- To strive to bring about a better public understanding of the MPTA's role in the schools.

d. Nomination and Election Committee:

- To seek out and nominate a slate of officers to be presented at the June meeting in even numbered years.
- To accept nominations from the floor at the June meeting in even numbered years.
- To prepare paper ballots for elections.
- To tally the ballots and announce the results.

Section 4

Negotiating Committee:

- To research and prepare new contract provisions or amendments.
- To negotiate the MPTA's contract with the Board of Education.
- To ensure that the wishes of the MPTA are represented in negotiations.
- To inform the membership of the progress of negotiation sessions as authorized by the committee chairperson and the MPTA president.

Section 5

Special Committees:

The Executive Board may appoint any new standing committees or provisional committees from time to time as it deems necessary.

ARTICLE III

FINANCES:

Section 1

Dues shall be set by the Executive Board with a "pass-through" whenever local dues are increased by AFT, AFT-Connecticut, or CSLC.

Section 2

The MPTA shall have the right to raise funds for its use by any legal means it chooses.

By-Laws (cont.)

ARTICLE IV

REVISIONS:

Revisions and additions to the By-Laws of the MPTA may be made by written presentation at any MPTA meeting and voted on at the following meeting. Adoption of any changes or revision to these by-laws will be effected by majority vote of those members then present and voting.

ARTICLE V

CONTRACT RATIFICATION:

Prior to the membership's ratification of any successor Agreement, the Negotiations Committee shall have prepared for the membership copies of all the written changes to the successor Agreement. Said copies shall be distributed to the MPTA members at an informational meeting scheduled by the Negotiations Committee. Any final ratification vote shall occur at least forty-eight (48) hours after the informational meeting. Attendance shall not be required for receipt of the tentative new agreement. Voting shall be open only to MPTA members attending the ratification meeting.

DATED: APRIL 25, 2007