



Massachusetts Library Staff Association Guidelines for Chapter Chairs:

Thanks for signing up to be a union representative in your library.

Here's some information about what you've just gotten yourself into:

1. Administration:

- ❖ The Chapter Chair's responsibility is to keep the MLSA Treasurer up-to-date on staffing changes in their library (See New Members and Promotions / Retirements / Terminations below)
- ✓ Please provide the MLSA Treasurer with a non-work e-mail address to maintain communications
- ✓ The MLSA Treasurer will periodically send out a list of the union members on the rolls in each of the chapters. Please confirm that the list you receive contains all of the members of the union in your library and all information is up to date
- ✓ Please let the MLSA Treasurer know when there are new employees hired, and when employees leave service
- ✓ Please let the MLSA Treasurer know when there are significant changes in work hours for members
- ✓ Please let members (new and old) know that members can update their own contact information at <https://www.aft.org/members> (See Websites below)

2. AFL-CIO:

- ❖ The AFL-CIO is the largest federation of labor unions in the United States (See Central Labor Councils below)

3. American Federation of Teachers (AFT):

- ❖ The National Affiliate Union of the Massachusetts Library Staff Association is the American Federation of Teachers
- ❖ In addition to representing teachers, the AFT represents nurses and public employees of various descriptions (including us librarians)
- ❖ The AFT hold their Annual Convention every two years on the even year

4. American Federation of Teachers of Massachusetts (AFT-MA):

- ❖ The State Affiliate Union of the Massachusetts Library Staff Association is the American Federation of Teachers of Massachusetts
- ❖ The AFT-MA hold their Annual Convention in the Spring of each year
- ❖ The AFT-MA hold a leadership meeting in the fall of each year and periodic trainings which are open to all chapter chairs and members

5. Arbitration:

- ✓ In the event of a grievance (See Grievance below) proceeding to the final step of arbitration, please contact your AFT-MA Field Rep, who will serve as the primary point of contact between the union and the employer

6. Benefits:

- ❖ MLSA members and their dependents are eligible for the George L. Hallissey Memorial Scholarship, which offers scholarships to students in their first year of college (See Scholarships below)
- ❖ MLSA members qualify membership benefits through AFT-MA which are described at <http://ma.aft.org/member-benefits>
- ❖ MLSA members qualify for additional membership benefits through AFT which are described at <https://www.aft.org/member-benefits>

7. Cards:

- ❖ AFT **membership cards** confer certain benefits (See Benefits above) to the member
 - Membership cards contain the Member ID number
 - Membership cards are sent out from AFT's national office, typically in the first month after dues begin to be collected

- Member ID numbers are typically created before the card is printed and mailed, and they are available from the MLSA Treasurer or President
- Members can get replacement and temporary membership cards for themselves at <https://www.aft.org/members>
 - To set up an account a member will need an email address, their Member ID number and the Local number (04928)

8. Central Labor Councils:

- ❖ The AFL-CIO and AFL-CIO of Massachusetts are organized into Central Labor Councils, which advocate for workers' rights in their region
- ❖ The MLSA contributes to the activities of the Norfolk County CLC and The North Shore CLC

9. Chapters:

- ❖ The MLSA Constitution refers to the individual library bargaining units as "Chapters," but feel free to call yourselves whatever you want to

10. Chapter Chairs:

- ❖ As above, the MLSA Constitution refers to the representatives of workers in the individual library bargaining units as "Chapter Chairs," but feel free to call yourselves whatever you want to

11. Collective Bargaining Agreement:

- ❖ A contract negotiated between an employer and a union
 - ✓ Please send electronic copies of your existing and newly negotiated contracts to the MLSA Treasurer, so that they can be shared with other chapters at <http://mlsa.ma.aft.org/contracts-3>

12. Constitution / Bylaws:

- ❖ A paper copy of the MLSA Constitution accompanies these guidelines
- ❖ An electronic copy of the MLSA Constitution is online at <http://mlsa.ma.aft.org/constitution-18>

13. Delegates:

- ❖ If you are elected as a Delegate, you may attend the AFT-MA and/or the AFT National Convention and vote
 - ✓ Please nominate yourself if you are interested

14. Dues:

- ❖ MLSA dues are graduated – Members who earn less in salary pay less in dues
- ❖ MLSA dues are recalculated yearly based on a formula in the MLSA Constitution
- ❖ Members' dues are typically deducted from their payroll and sent to the Local Treasurer on a schedule determined by the municipality
- ❖ The Local Treasurer (See Executive Board below) forwards members' dues to the National and State Affiliates on a monthly basis, and to the Central Labor Councils annually.
- ❖ The Chapter Chair's responsibility is to keep the MLSA Treasurer up-to-date on changes to salary levels which may move employees from one dues category to another
 - ✓ Please find attached a copy of the notice that went out in the end of 2016 detailing the annual gross income levels for our dues structure
 - ✓ Please assist the MLSA Treasurer in making sure that all new members of the union have their dues deduction set up properly with your payroll office (See Cards above and New Members below)

15. Elections:

- ❖ Some chapters have established bi-annual election cycles for union officers and negotiating committee members similar to the ones detailed in Article X of the MLSA Constitution
- ❖ Other chapters have found that matching the term of their contract works better for them
- ❖ Many chapters have found that rotating leadership and responsibility serves them best
- ❖ Some chapter leaders are appointed by lottery (If there are two or more than candidates) or short straw (If there are no candidates)
 - ✓ Regardless of your process, please let the Executive Board and your Field Rep know when new officers are elected or appointed
 - ✓ Some contracts also require that the union notify the town of new union officers

16. Executive Board / Officers:

- ❖ Per Article IV and Article VIII of the MLSA Constitution, the MLSA Executive Board consists of the President, Vice-President, Treasurer and Secretary, who are all elected to serve two year terms
- ❖ All chapter chairs and committee chairs are also members of the Executive Board

- ✓ You are invited to attend any and all meetings of the Executive Board
- ✓ Please nominate yourself if you'd like to stand for election for any of the positions on the Executive Board or any of the committees

17. *Field Representatives:*

- ❖ Field Reps are employees of AFT-MA who:
 - Represent the Chapter and its members in contract negotiations
 - Represent the Chapter and its members in arbitration and grievance proceedings
- ✓ Please contact your Field Rep first with any questions that come up in your library

18. *Grievance:*

- ❖ Each contract has a negotiated procedure for resolving disputes about interpretation of the contract
- ❖ If a violation or dispute over a contract provision should arise, the Chapter Chair's responsibility is to make sure that the grievance is filed in a timely manner and to work with the field rep to make sure management follow the grievance procedure in the contract
- ❖ If the final step of the grievance process is reached and there is no satisfactory resolution, the union can send the case to binding arbitration (See Arbitration above)
- ✓ Please contact your Field Rep if you have any questions about any individual grievance or your grievance procedure

19. *Leave:*

- ❖ Dues are not charged when members are on unpaid leave
- ✓ Please let the MLSA Treasurer know when and if union members go out on FMLA, disability or any other temporary or long-term leave of absence

20. *Local:*

- ❖ The Massachusetts Library Staff Association is a non-profit entity incorporated as American Federation of Teachers Local 4928
- ❖ <http://mlsa.ma.aft.org> is the website for the MLSA

21. *Membership:*

- ❖ Each Collective Bargaining Agreement (Contract) contains a "Recognition Clause" which defines who is covered by the agreement - and who is not

- ❖ Language varies from contract to contract, but typically workers are excluded from the contract by job classification, number of hours worked/week and whether they work a “Regular Schedule”
- ❖ Bargaining units *may* include assistant directors, managers and supervisors, “professionals”, “non-professionals”, custodians, full-time, part-time, partially retired, retired and substitute library workers (who may or may not receive any benefits and may or may not have fixed shifts) as members (See Substitutes below)
 - ✓ Please let your Field Rep know if there are workers in your library who are not in the union and meet the criteria of your Recognition Clause
 - ✓ Please let your Field Rep know if you would like to renegotiate your Recognition Clause to include more library workers

22. *Memorandum of Agreement/Understanding (MOA/MOU)*

- ❖ An agreement to supplant or supplement language of an existing contract without renegotiating the entire contract (Letters of Agreement and Side Letters are synonyms)

23. *Negotiations:*

- ❖ Your AFT-MA Field Rep will serve as the primary point of contact between your town and your bargaining unit as you negotiate terms of a new contract
- ❖ Depending on the structure of your chapter and how your town does its business, you may be called upon to be involved in contract negotiations individually or as a member of a negotiating committee

24. *New Members:*

- ❖ A Membership Application needs to be signed by each new employee as soon as possible upon hire
- ❖ The signed Membership Application or a copy needs to be conveyed to Payroll so that a payroll deduction can be set up for the new member as soon as possible upon hire
- ❖ The signed Membership Application or a copy needs to be forwarded to the MLSA Treasurer so that the union and its affiliates can properly assess dues
 - ✓ Please make certain that each new member of the union is provided with Membership Application to sign
 - ✓ Please make certain that the Membership Application or a copy gets to the proper people in your municipal payroll office

- ✓ Please make certain that you send the Membership Application or a copy to the MLSA Treasurer

25. *Promotions / Retirements / Terminations:*

- ✓ Please let the MLSA Treasurer and your payroll administrators know when employees leave union employment
- ✓ Please let the MLSA Treasurer and your payroll administrator know when employees have significant changes in their working hours so dues can be updated

26. *Scholarships:*

- ❖ The MLSA offers dependents of all members access to the George L. Hallissey Memorial Scholarship
- ❖ The AFT-MA and The AFL-CIO of MA also offer their own scholarship programs for which dependents of MLSA members are eligible
- ✓ Please let your members with dependents entering college that they are eligible!

27. *Substitutes*

- ❖ Certain libraries have a group of substitute workers who fill in for regular workers on an irregular basis and who typically receive a lower rate of pay and no benefits
- ✓ Please let your Field Rep know if there are substitutes, temporary workers or others being used in your library in a way which you do not feel is in keeping with the letter or the spirit of your contract and your recognition clause

28. *Withdrawals*

- ❖ If a member wishes to withdraw from the union, they must submit written notice to the Chapter Chair and Municipal Payroll
- ❖ The municipality has 60 days under law to cancel payroll deductions of union dues
- ❖ The Union will refund any dues deducted by the municipality for pay periods after the date of the notice of intent to withdraw
- ✓ Please let your Field Rep and the MLSA leadership know if there are members who do not wish to remain in the union

Let us (or your Field Rep) know if you have any questions, or if you have suggestions about how we could better convey this information.

<p>Executive Board: Pat Kelly, 2017-2019 President Dan Haacker, 2017-2019 Vice-President Matt Amory, 2017-2019 Treasurer Lori Salotto, 2017-2019 Secretary</p>	<p>Massachusetts Library Staff Association Local 4928 AFT-MA, AFT, AFL-CIO P.O. Box 471058 Brookline, MA 02447 http://mlsa.ma.aft.org</p>
<p>Beth Kontos, President Brant Duncan, Secretary – Treasurer Jennifer L. Daniel, Office Manager Walter Armstrong, Field Rep Eric Blanchet, Field Rep Nick DiPardo, Field Rep Shawn Flood, Field Rep Caryn Laflamme, Field Rep Andrew Powell, Field Rep Michael Regan, Field Rep Jeremy Shenk, Field Rep</p>	<p>AFT-MA 36 Chauncy St Boston, MA 02111 (617) 423-3342</p>
	<p>American Federation of Teachers, AFL-CIO 555 New Jersey Ave., N.W. Washington, DC 20001 (202) 879-4400</p>
	<p>Massachusetts AFL-CIO 389 Main St # 101 Malden, MA 02148 (781) 324-8230</p>



MASSACHUSETTS LIBRARY STAFF ASSOCIATION LOCAL 4928, AFT Massachusetts, AFT, AFL-CIO CONSTITUTION AND BY-LAWS October 2018

ARTICLE I. NAME

This organization shall be known as the Massachusetts Library Staff Association, Local 4928, AFT Massachusetts, AFT, AFL-CIO.

ARTICLE II. OBJECTIVES

Section 1. To bring all library employees into relationship of mutual assistance and cooperation.

Section 2. To obtain for all library employees the rights to which they are entitled.

Section 3. To raise the standards of the library profession by securing the conditions essential to the best professional service.

Section 4. To promote the welfare of those patrons who come within the sphere of activity of this organization by providing the best service possible.

Section 5. To promote and respect the civil rights of all persons and to advocate for equal access to library services for all persons regardless of race, color, creed, political belief, national origin, immigration status, age, sex or sexual preference, or gender expression.

Section 6. To advocate for and respect civil rights for all persons worldwide, and work to eliminate racism in all forms.

ARTICLE III. MEMBERSHIP

Section 1. Membership may include all professional, paraprofessional, secretarial personnel, custodians and other library related personnel, and former and retired members who wish to maintain their affiliation with the MLSA.

Section 2. No discrimination shall be shown toward members or applicants for membership because of race, color, creed, political belief, national origin, immigration status, age, sex or sexual preference, or gender expression.

Section 3. Any member who fails to pay his dues shall be notified by letter by the Treasurer. After a short grace period, his name shall be removed from the records of the national office. The member may be reinstated upon the payment of back dues.

Section 4. A member may be expelled for acts detrimental to the Association upon the presentation of written charges signed by at least one-fourth of the total membership of the Association and approved by at least three-fourths of the Executive Board. The entire membership shall be notified by letter of the impending action at least seven days prior to the action. The member shall have the right to appeal the decision to the membership at the

following membership meeting and shall be reinstated with full rights by a two-thirds vote of the members present and voting.

Section 5. Employees in public or private institutions outside the jurisdiction of this local may be admitted to membership until such time as a local is chartered in their jurisdiction.

ARTICLE IV. OFFICERS

Section 1. The following officers will be elected biennially by the Association:

- a. President
- b. Vice- President
- c. Secretary
- d. Treasurer

Section 2. Membership in good standing in the Association for at least three months is required to hold office.

Section 3. Officers shall be elected by mail ballot prior to the regular Annual membership meeting. Persons receiving the greatest number of votes shall be elected.

Section 4. Officers shall be installed at the regular Annual membership meeting or at a special meeting.

Section 5. Nominations for office shall be accepted thirty (30) days prior to the regular Annual membership meeting. Notice shall be provided to each member at least sixty (60) days prior to the meeting that nominations will be in order.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association and of the Executive Board. He or she shall be ex-officio member of all committees. He or she shall represent the Association when and where necessary and shall sign all necessary papers and documents. He or she shall make a report at least once a year at the Annual meeting to the Association.

Section 2. The duties of the Vice-President shall be: a. To perform all the duties of the President in the absence of that officer. b. To takes notes at any meeting at which the secretary is absent.

Section 3. The duties of the Treasurer shall be:

- a. To receive, record, and deposit in the name of the Association money from dues and all other sources.
- b. To keep the membership rolls and issue membership cards, receipts, and delinquent notices.
- c. To forward all per capita dues and current membership lists to the national office of the American Federation of Teachers and to other affiliated organizations to keep this Association in good standing at all times. Special care should be taken to insure that per capita tax through June 30 be sent to the national office no later than fifteen days prior to the opening date of the national convention to make sure that the delegates from this Association may be seated.
- d. To be chairperson of the Budget Committee.
- e. To present the budget to the Executive Board for discussion and approval at the Annual meeting.
- f. To present a written report to the Executive Board at its meetings and to all members at the annual meeting.
- g. To keep adequate records available at all times for the Executive Board and the Budget Committee.

- h. To pay all bills, retaining vouchers or invoices for the same.
- i. To assure that the Association's quarterly and annual taxes are filed with and paid to the Internal Revenue Service.
- j. To assure that the Association's annual reports to the Massachusetts Department of Labor Relations are filed.

Section 4. The Secretary shall issue all notices, shall answer all correspondence at the direction of the President and Executive Board, and shall report all correspondence to the President and the Executive Board. The Secretary shall be the custodian of the seal and charter of the Association. The Secretary shall record the minutes of the Executive Board and of the general membership meetings and shall notify members of meetings and special meetings.

ARTICLE VI. COMMITTEES

Section 1. The following committees may be active in this Association. In the absence of a standing committee, these duties will devolve to the Executive Board.

- a. Membership
- b. Budget
- c. Arbitration and Grievance
- d. Nominations-Election
- e. Collective Bargaining at each Chapter
- f. Scholarship
- g. Committee on Political Education (COPE)
- h. Financial Review

Section 2. The chairperson and members of each of the committees shall be appointed by the President.

ARTICLE VII. DUTIES OF COMMITTEES

Section 1. All committee duties devolve to Executive Board in absence of standing committees.

Section 2. It shall be the duty of the Membership Committee to investigate all applications for membership and to present them, with recommendations, at any meeting of the Local. The Membership Committee shall plan and execute a dynamic program to insure the growth and vitality of the Association.

Section 3. It shall be the duty of the Budget Committee to prepare a budget for adoption by the membership at the Annual member meeting, and to present an annual report to the membership in writing at the Annual member meeting.

Section 4. It shall be the duty of the Arbitration and Grievance Committee to receive all written grievances before the final step in the grievance procedure and to take appropriate action.

Section 5. It shall be the duty of the Nominations/Elections Committee to present a slate of officers to the membership at least thirty days before prior to the election. Members may nominate from the floor for any office or representative capacity. The slate with all additions shall be distributed to all members at least fifteen days before the election. This Committee shall be responsible for the conducting of elections as appropriate consistent with the provisions of Article X.

Section 6. It shall be the duty of the Collective Bargaining Committees at each MLSA bargaining unit to prepare and substantiate all collective bargaining proposals for their respective collective bargaining agreements.

Section 7. It shall be the duty of the Scholarship Committee to administer and award scholarships offered by the Massachusetts Library Staff Association, Local 4928, AFT Massachusetts, AFT, AFLCIO.

Section 8. It shall be the duty of the Committee on Political Education (COPE) to raise funds for, and to oversee the political education activities of the Association.

Section 9. It shall be the duty of the Financial Review Committee to audit the books of the Association and the Treasurer's annual report in accordance with AFT guidelines.

ARTICLE VIII. EXECUTIVE BOARD

Section 1. The Executive Board of this Association shall consist of the following:

- a. All elected officers
- b. The Chapter Chair from each bargaining unit
- c. Chairmen of the Standing Committees

Section 2. The Executive Board shall administer the policy of the Association set by the membership at regular membership meetings. The Executive Board shall have the power to act for the good of the Association in the event action must be taken between its regularly scheduled meetings and in emergency situations where policy cannot be set by the membership.

Section 3. The chairperson of the Executive Board shall be the President of the Association.

Section 4. The time and place of the Executive Board meetings shall be set by the Executive Board and shall be announced at the previous membership meetings.

Section 5. The Executive Board shall have the power to employ all personnel including officers, clerical help and other persons as may be determined by the needs and finances of the Association.

Section 6. The Executive Board shall report its activities at each regular membership meeting.

Section 7. Executive board quorum will consist of a minimum of three members of the board.

Section 8. Chapter Chair Duties Each MLSA chapter shall elect or appoint (at minimum) a Chapter Chair with the following responsibilities (which may be delegated as necessary):

- a. Identify and contact new hires and provide union welcome packet: to include 'Membership Application and Dues Authorization Form' and other locally determined relevant material such as current contract, union benefits, etc.
- b. Collect AFT-MA/MLSA official 'Membership Application and Dues Authorization Form' from new hires: forward to MLSA treasurer and appropriate municipal department(s) in a timely manner.
- c. Establish and/or maintain a list of all members of the bargaining unit and non-members covered by the contract.
- d. Verify that each member's dues are properly deducted from their paycheck and contributed to the local.
- e. Verify that each non-member's agency fees are properly deducted from their paycheck and contributed to the local, as long as agency fee payers shall be required to contribute to the union under federal law.
- f. Verify that the dues of retirees and former members who choose to remain affiliated with the MLSA are properly collected and contributed to the local.
- g. Update member lists as necessary and forward all retirements, resignations, changes in positions and hours worked to MLSA Treasurer and appropriate municipal department.
- h. Communicate yearly dues changes to appropriate municipal department.
- i. Notify MLSA treasurer and president - and appropriate municipal department(s) - of changes in local officers.

- j. Collaborate with AFT-MA Field representative to represent members in contractual issues, grievances, and arbitrations.
- k. Cooperate with Collective Bargaining Committee during contract negotiations.
- l. Forward all communications from the MLSA EBoard to members as requested.

Section 9. MLSA chapters may elect or appoint any additional officers or committees they should see fit, such as:

- a. President
- b. Vice-President
- c. Secretary
- d. Collective Bargaining Committee
- e. Grievance Committee
- f. Healthcare Committee

ARTICLE IX. AFFILIATIONS

Section 1. This Association shall maintain affiliation with and whenever possible send delegates to the following organizations:

- a. The American Federation of Teachers.
- b. All delegates and alternates to the national convention of the American Federation of Teachers and AFT Massachusetts shall be elected by a majority vote at the annual membership meeting. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the national office as soon as possible but no later than fifteen days prior to the opening date of the convention. The Association must send the list of certified delegates by registered or certified mail. The delegates shall confer with the Treasurer to make sure that the per capita dues for June have been sent to the national office at least fifteen days before the convening of the national convention. The election of delegates and alternates to the national and State convention shall be conducted according to Article X of this Constitution.
- c. AFL-CIO of Massachusetts. Delegates shall be appointed by the Executive Board.
- d. All affiliated Central Labor Councils. Delegates shall be appointed by the Executive Board.

Section 2. All delegates shall make reports to the Executive Board on all meetings attended.

Section 3. The Association to the best of its ability shall be active in affairs of affiliated organizations.

Section 4. Delegates to affiliated organizations shall meet the same requirements as those set for officers of this Association.

Section 5. Every reasonable effort shall be made by this Association to pay legitimate expenses of delegates to meetings and conventions of affiliated organizations.

ARTICLE X. ELECTIONS

Section 1. The election of all Association officers shall be by mail ballot.

Section 2. Nominations for office shall be made biennially no later than thirty (30) days prior to the annual Fall membership meeting.

Section 3. The election of all Association officers shall be conducted biennially during the annual Fall meeting.

Section 4. All Association officers shall be installed at the Annual membership meeting or at a special meeting held for this purpose.

Section 5. All vacancies in elective office, other than that of President, shall be filled by members appointed by the Executive Board subject to the approval of the regular membership at the following regular membership meeting. Any member or officer who fails to carry out the duties of office or who is not present for three consecutive meetings without notifying the President may be removed.

Section 6. All elections within the Association must adhere to the following regulations:

- a. Members of the Association must be given an opportunity to nominate candidates.
- b. Each member must receive notification of the election at least fifteen (15) days prior to the election.
- c. The election must be conducted by mail ballot.
- d. All members in good standing may run for office and cast a ballot.
- e. The results of the election must be published and the ballots kept for one year.
- f. The Nominations-Elections Committee shall have the duty of conducting elections and at all times shall consider the convenience of the members.

ARTICLE XI. MEETINGS

Section 1. Regular membership meetings shall be held at a time and place to be determined annually by the Executive Board.

Section 2. The Fall member meeting shall be the Annual meeting unless the Executive Board votes to change the date of the Annual meeting. In that case, members will be notified of the date of the Annual meeting at least two months prior to the date.

Section 3. The Executive Board shall meet prior to each regular meeting.

Section 4. A special meeting may be called by the President with the approval of the Executive Board. A special meeting shall be called by the President upon receipt of a written request for such a meeting signed by fifteen members of the Association. All members shall be given written notice at least two days prior to any special meeting.

Section 5. A quorum shall consist of members present at the meeting.

Section 6. If there is no elective presiding officer present, the membership may elect a chairperson.

ARTICLE XII. FINANCES

Section 1. The dues of the Association shall not exceed the sum of the per capita dues paid to the AFT Massachusetts, AFT, AFL-CIO of MA, all affiliated Central Labor Councils, and AFT insurance plus: .15% of Step III of Library Assistant, Category City of Cambridge

Section 2. The President with the approval of the Executive Board may direct the expenditure of such sums as necessary for the good of the membership.

Section 3. Bills presented to the Treasurer for payment must bear the signature of the member incurring the expense and may be reviewed by the president.

Section 4. This Association shall annually set aside a sum of money to be awarded as a scholarship to be called the "George Hallissey Memorial Scholarship." The amount of the award and the conditions of the scholarship shall be decided by the Executive Board, with the guidance of the Scholarship Committee.

ARTICLE XIII. RULES OF ORDER

Section 1. Robert's Rules of Order, Revised, shall govern all cases not covered by this constitution or the bylaws of the Association.

ARTICLE XIV. AMENDMENTS TO THE CONSTITUTION

Section 1. This Constitution and the by-laws thereof may be changed or amended at any regular meeting of the Association by a two-thirds vote of the members present, provided that the proposed amendment has been read to the members at the regular meeting immediately preceding, or provided that a copy of the proposed amendment has been presented to all members at least fifteen (15) days before the vote on the amendment is taken.

ARTICLE XV. AVAILABILITY OF THE CONSTITUTION

Section 1. Three copies of this Constitution and all future amendments shall be submitted to the national office of the American Federation of Teachers and the AFT-MA.

Section 2. Copies of this Constitution shall be made available to affiliated organizations upon request.

Section 3. Copies of this Constitution shall be available for any member upon request to the Secretary.

Section 4. Each Chapter Chairperson shall be given a copy of this Constitution.

ARTICLE XVI. RATIFICATION OF CONTRACT

Section 1. The vote on the ratification of a proposed contract shall be taken by the members of the Bargaining Unit covered by the proposed agreement at a meeting called for the purpose of voting on ratification.

a. Five days' notice shall be provided to those who will be eligible to vote on ratification as to the time and the place of the meeting.

b. Written summaries of the terms and conditions of any tentative agreement shall be available at such ratification meeting.

Section 2. A report shall be made to the membership concerning the aforementioned contract provisions and/or changes, etc., at the next regular membership meeting.

ARTICLE XVII. ORDER OF BUSINESS AT REGULAR MEETING

- a. Call to Order
- b. Minutes of Previous Meeting
- c. President's Report
- d. Treasurer's Report
- e. Vice-President's Report
- f. Other Reports.
- g. Communications
- h. Old Business
- i. New Business
- j. Announcements and Events
- k. Set next meeting date
- l. Adjournment