Student Education Association of Massachusetts (SEAM) Constitution of Westfield State University

ARTICLE I

Name and Location:

Section 1: The name of this association shall be Westfield State University’s Student Education Association of Massachusetts hereinafter known as the Association or SEAM.

Section 2: Headquarters for the Association will be maintained in Westfield State University, Hampden County, Massachusetts.

ARTICLE II

Purpose:

The primary purpose of Westfield State University’s SEAM:

Section 1: To provide various opportunities to all Westfield State University students to enhance the educational development of youths within the greater Westfield community.

Section 2: Provide members with opportunities for developing personal growth and professional competence.

Section 3: Provide opportunities for gaining an understanding of the history, ethics and programs of the education profession.

Section 4: Provide opportunities for participating in cooperative work on the problems of the profession and the community.

Section 5: Provide professional membership on the local, state and national levels during the preparation period for a career in education.

Section 6: Strive for higher standards of preparation.

Section 7: Promote interest in young adults interested in education.

ARTICLE III

Membership:

Section 1: Membership in the full time Association shall be open to any Westfield State University student who (have paid their student activities fee), are preparing for a career or interested in education who has never been eligible for any other category of membership within the NEA. Students may, if they wish purchase a student membership to the MTA and subsequently the NEA.

Section 2: In addition to being a member of the Association each member will have the opportunity to be affiliated with the State and National Student Program. A person shall not be admitted to or continue membership in the Association who possesses a teaching contract or who receives payment for teaching duties rendered-with the exception of graduate students receiving graduate teaching assistantships.

Section 3: The membership year shall be from September first (1) to August thirty-first (31).

Section 4: Members are considered active if they attend and/or participate in two-thirds (2/3) of the clubs meetings and activities.

ARTICLE IV

Officers:

Section 1: The officers of the Association shall be responsible to the membership in all matters concerning the discharge of their duties.

Section 2: The officers of the Association shall be a President, a Vice-President or President-Elect, a Secretary, a Treasurer (Secretary/Treasurer could be one individual), an Editor, a Historian (Editor/Historian may be one individual), an Underclassman Representative and a Secondary Representative. (A local may have additional officers, but it must have those listed in this section.)

1). President:

a. shall be the chief executive officer of the Association;

b. shall represent the Association as spokesperson on matters of policy or assign responsibility for such representations;

c. shall prepare the agenda and preside at all meetings of the Association;

d. shall serve as ex-officio member on all committees; and

e. shall, with the approval of the Executive Committee, appoint the parliamentarian and the members of all standing committees.

2). Vice-President:

a. shall preside in the absence of the President;

b. shall perform other duties as delegated by the President and/or the Executive Committee; and

c. shall assume the office of President upon vacancy of the President.

3). Treasurer:

a. shall be responsible for the safekeeping and accounting of all funds;

b. shall provide financial reports when requested; and

c. shall sign all checks drawn on the bank account of the Association.

4). Secretary:

a. shall keep accurate records and files of the proceedings of general and Executive Committee meetings;

b. shall keep accurate records of attendance of general and board members; and

c. shall submit reports to the respective district, regional, or state presidents when requested.

5). Historian:

a. shall prepare an association scrapbook;

b. shall write a history of the year’s work;

c. shall take pictures of association events; and

d. shall provide/secure expert help in the above areas.

6). Editor:

a. shall send weekly reminders and updates to club members;

b. shall use appropriate social media websites to all attention to meetings and events to club members and those invited; and

c. shall perform other duties as delegated by the president and/or Executive Committee.

7). Secondary Representative:

a. shall work with secondary education establishments in the greater Westfield community and plan events with these establishments; and

b. shall organize activities as delegated by the president and/or Executive Committee.

8). Underclassman Representative:

a. shall be in charge of mentor/mentoree programs; and

b. shall perform other duties as delegated by the president and/or Executive Committee.

Section 3: In the event of a vacancy in the office of its Vice-President, Secretary, or Treasurer, the vacancy shall be filled by appointment of the Executive Committee for the remainder of the term.

Section 4: The officers shall be elected at a regularly scheduled club meeting prior to May tenth (10) of every year by a majority vote. Refer to By-laws for voting procedures.

Section 5: Any member of the club shall be eligible to hold an office.

Section 6: The term of office for the officers shall be one (1) year. Incumbents are eligible to seek re-election for two (2) additional terms. The officers shall assume office on May tenth (10) following their election.

ARTICLE V

Advisors:

Section1: The faculty, librarians, staff or administrative advisor(s) shall be appointed by a majority vote of the club members.

Section 2: The faculty, staff or administrative advisor(s) shall advise the club, when consulted, in planning the activities of the club.

ARTICLE VI

Nominations and Elections:

Section 1: Elections will be conducted under guidelines approved by the general membership.

Section 2: All elections will be conducted using an open nomination and secret ballot procedure.

Section 3: Members may neither nominate nor second the nominations of themselves. Any member may nominate or second the nomination of any other. The nomination and seconds of the nominations will be done verbally. The vote will be cast anonymously. The nominee who receives the most votes shall be the officer elect.

Section 4: No election may be held if there is not a quorum of fifty percent (50%) of the SEAM members plus one (1) present at the meeting.

Section 5: If an election vote ends in a tie, the election procedures will be started over for the office.

ARTICLE VII

Meetings:

Section 1: MEETINGS. The Association shall hold two (2) general meetings a month at a time and location to be determined by the Executive Committee. Notice to all meetings shall be posted in all buildings of the Association.

Section 2: SPECIAL MEETINGS. Special meetings shall be held at the call of the president, a majority of the Executive Committee, or upon the written request of thirty three percent (33%) of the members. These meetings will consider only items specified in the call for such a meeting and shall deal with important matters, that arise between regular meetings and that urgently require action.

Section 3: EXECUTIVE BOARD MEETINGS: There shall be an executive board meeting once weekly. On weeks that a General Meeting is being held the board meeting will take place for 30 minutes prior to that meeting. Weeks in which there is no General Meeting Executive Board Members will meet at a predetermined location.

ARTICLE VIII

Vacancies:

Section 1: If an office is vacated for any reason, nominations will be made at least one (1) meeting in advance of the meeting that the election for the vacated seat will be held to fill the vacant positions. Refer to Article VI in the Constitution for election procedures to fill any vacancy that may occur.

ARTICLE IX

Amending Procedure:

Section 1: The constitution may be amended by a two-thirds (2/3) majority vote of the voting members in the club and if approved by the Rules and Regulations Committee of the Student Government Association.

ARTICLE X

Removal from Office:

Section 1: If an officer is not performing his/her duties (see Article IV Officers), he/she may be removed by a majority vote of the Executive Board Members. A board member may only be vacated after he/she has been notified of the violations of their duties, and failed to amend the issue. His/her replacement will be chosen by election the following week. The election procedure will follow normal election procedures.

Section 2: If an advisor is not performing his/her duties he/she may be removed by a two-thirds (2/3) majority vote of SNEA members. The President with majority approval of the club members will appoint his/her replacement.

ARTICLE XI

Recognition of Safety and Waiver of Liability:

Section 1:

1. The Student Government Association (herein, SGA) and this Club, the Student Education Association of Massachusetts, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.
2. This Club­­­­ (named above) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.
3. Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation.  Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.
4. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities. The Club must be under proper supervision (by an advisor or coach or certified facility manager) while performing Club activities which may include but are not limited to practices, meetings and competitions.
5. Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413) - 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.
6. After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

1. Failure to adhere to these conditions may result in sanctions, up to and including, revoking the Club’s active status as determined by the Rules and Regulations Committee.

Bylaws

ARTICLE 1

Affiliation:

Section1: The Association will be affiliated with the Massachusetts Teacher Association and the NEA student Programs.

Section 2: The Association shall not affiliate with any local, state or national group, union or association that competes for membership with the MTA and NEA.

ARTICLE II

Executive Committee:

Section 1: The Executive Committee shall be the executive branch of this Association,

Section 2: The duties of the Executive Committee shall be:

a. to be responsible to the membership in all matters;

b. to carry out the policies of the general membership;

c. to attend to the business for the Association between general meetings;

d. to approve all members of the committees;

e. to make available all official documents for inspection of the Association;

f. cooperate with the president in setting up a schedule of meetings for the year;

g. act on problems that need immediate attention; and

h. give general direction to the work of all standing and special committees.

Section 3: A quorum for the Executive Committee shall consist of a majority of the members.

Section 4: Any member of the Executive Committee who is absent for a total of two (2) meetings of the Executive Board, without approval, during an Association year shall forfeit his/her office.

Section 5: Meetings of the Executive Board shall be at a location designated by the president. The president shall notify the Executive Board of any change in the location of their meetings.

Section 6: The dates and times for Executive Meetings shall be set by the Executive Committee at its first meeting. Additional meetings may be called by the president or by members of the Executive Committee.

ARTICLE III

Organization:

Section 1: EXECUTIVE COMMITTEE: There shall be an Executive Committee composed of the officers, state officers from the local, and the local advisors.

Section 2: GENERAL MEETING: There shall be two (2) general meetings each month (on alternating weeks) for the members of this Association annually. Meetings may be held in subsequent weeks to accommodate for holidays and vacations.

Section 3: EXECUTIVE BOARD MEETINGS: There shall be an executive board meeting once weekly. On weeks that a General Meeting is being held the board meeting will take place for thirty (30) minutes prior to that meeting. Weeks in which there is no General Meeting Executive Board Members will meet at a predetermined location.

Section 4: The President may call special meetings.

ARTICLE IV

Dues:

Section 1: Members shall have the option to pay annually the current fees for student memberships in Massachusetts, the current fees for member ship in NEA-SP and shall pay local dues (the amount for local dues shall be voted on by the executive council).

ARTICLE V

Due Process:

Section 1: The Association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure, which shall include an appellate procedure, the right by members to appeal any decisions made by the Executive Committee.

Section 2: The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from office without a due process procedure which shall include an appellate procedure where the accused will have the right to appeal any decisions made by the Executive Committee.

Section 3: The general membership shall approve rules and procedures to implement these due process guarantees, where anyone has the right to bring to the board any and all issues that may arise. The Executive Committee will sit with the offended to discuss the problem in a controlled and comfortable environment for all. After the meeting the Executive Committee will meet separately to decide on action, and will contact the offended with decisions.

ARTICLE VI

Amendment Process:

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any general meeting. These must also be approved by the Rules and Regulations Committee of the Student Government Association.

Section 2: Proposed changes in these Bylaws shall be presented in writing to the membership (so that they can be shown to the Rules and Regulations Committee of the Student Government Association) at least 7 days prior to the meeting at which they will be considered.

ARTICLE VII

Suspension Provision:

Section 1: Any provision of these Bylaws may be suspended by a two-thirds (2/3) vote of those present and voting at any general meeting if approved by the Rules and Regulations Committee of the Student Government Association.

ARTICLE VIII

Parliamentary Authority:

Section 1: Robert’s Rules of Order Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, Bylaws and Standing Rules.