



**BY-LAWS of the
MASSACHUSETTS ORGANIZATION
OF
EDUCATIONAL COLLABORATIVES**

Reviewed and revised by
The By-Law and Rules Committee: 2022

Chair: Chris Scott
Jacki Clark
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Approved by the MOEC membership
October 17, 2022

ARTICLE I

Name

The name of this organization shall be the Massachusetts Organization of Educational Collaboratives (MOEC).

ARTICLE II

Purposes

The purposes of this organization shall be as follows:

1. to acquire and disseminate relevant information to Collaborative members
2. to enable Collaborative administrators and Collaborative board members to develop forceful and coordinated positions with respect to existing and proposed laws and state regulations affecting Collaboratives
3. to provide information and assistance to those school districts interested in forming or joining a Collaborative
4. to encourage support for Educational Collaboratives as they attempt to meet the needs of their clients
5. to provide a forum for educational personnel of Educational Collaboratives and other concerned educators to share and discuss common problems; develop cooperative solutions to such problems; and consider, prepare, and adopt policies for the continued growth and development of Collaborative endeavors
6. to cooperate with appropriate personnel of the Massachusetts Department of Elementary and Secondary Education in order to fulfill the purposes of MOEC and advocate for MOEC and Educational Collaboratives
7. to cooperate in promoting high-quality, cost-effective regional programs and services among Collaboratives
8. to identify human, material, and financial resources which may be utilized to support member Collaboratives and assist in their growth and development
9. to acquire and disburse funds for the support of MOEC programs and services

ARTICLE III

Membership

Section 1. General Membership in MOEC shall be open to all Chapter 40 Educational Collaboratives in the Commonwealth of Massachusetts established under the General Laws of the Commonwealth. The cost of regular membership shall be determined by the Executive Board on an annual basis.

Section 2. Individual Associate Membership shall be open to any and all other professionals interested in Educational Collaborative endeavors. The cost of such membership shall be determined by the Executive Board on an annual basis. Massachusetts Department of Elementary and Secondary

Education staff with designated responsibilities for Collaboratives in the Commonwealth shall be exempt from the associate membership fee.

Section 3. Institutional Membership shall be open to all other groups, institutions and organizations interested in the education of students in the Commonwealth of Massachusetts. The cost of such membership shall be determined by the Executive Board on an annual basis.

ARTICLE IV

Organization

The structural units of the organization shall consist of:

1. General Membership
2. Executive Board
3. Standing Committees

ARTICLE V

Executive Board

Section 1. The Executive Board shall be comprised of the duly elected officers of the organization, the AESA liaison and regional liaison representatives from geographic regions across the state as defined below:

1. Region 1 - West
2. Region 2 - Central
3. Region 3 - Greater Boston
4. Region 4 - North
5. Region 5 - Southeast

Section 2. The immediate past president remains a member of the Executive Board.

Section 3. The Executive Board shall have general supervision over the affairs of the organization between its business meetings; fix the hour and location of meetings; prepare and present an annual budget for action by the general membership at the May meeting; make recommendations to the general membership of the organization; and perform such other duties as specified in these By-Laws.

Section 4. The Executive Board shall assume its responsibilities on July 1 of each biennial year.

ARTICLE VI

Standing Committees

Section 1. The standing committees are constituted to perform a continuing function and remain in existence permanently. Representation will be sought from all regions across the state.

Section 2. The following committees shall stand as continuing units of the organization with the chairpersons serving as members of the Executive Board:

1. Legislative Committee
2. Professional Development/Program Committee
3. Finance Committee

Section 3. Within 30 days of the annual meeting the President shall appoint chairpersons of the standing committees who must meet with the approval of the Executive Board. Chairpersons shall serve a two-year term.

Section 4. Each standing committee shall have one representative from each of the five regions if possible but no less than two members in addition to the chairperson. Members of standing committees shall be appointed by the chairperson.

ARTICLE VIA

ADHOC Committees

Section 1. ADHOC Committees will be appointed by the President and may include:

1. By-Laws and Rules Committee
2. Nominating Committee
3. Any other committees as necessary at the discretion of the President

ARTICLE VII

Duties of the Standing Committees

Section 1. All standing committees shall carry out the responsibilities assigned to them by the Executive Board and as prescribed in these By-Laws. A progress report shall be presented at the annual meeting.

Section 2. The duties of the Legislative Committee shall be to:

1. Monitor legislative information that is pertinent to the organization and inform the membership of same
2. Maintain a working relationship with state agencies and appropriate committees of the Massachusetts State Legislature
3. Actively seek the passage of legislation in the interest of Educational Collaboratives and coordinate lobbying efforts of the total membership
4. Maintain ongoing communication with regular membership and communicate with MOEC legislative liaison
5. Maintain a working relationship with Association of Educational Service Agencies (AESAs)

Section 3. The duties of the Professional Development/Program Committee shall be to:

1. Select and develop programs in accordance with the purposes of the organization, for review and action by the Executive Board
2. Foster and communicate new initiatives among the membership

Section 4. The duties of the Finance Committee shall be to:

1. Review and advise on the development of the budget
2. Identify other potential sources of revenue for MOEC and what the rates should be for each

3. Recommend Rates for Professional Development
4. Analyze the MOEC dues structure and identify any recommended changes
5. Present recommendations to the Board and General Membership for approval at the Board/General meetings

ARTICLE VIIA

Duties of ADHOC Committees

Section 1. The duties of the By-Laws and Rules Committee shall be to:

1. Review and recommend revisions of the By-Laws as necessary
2. Review and render advice to the Executive Board on any proposed amendments or revisions of the By-Laws submitted by the President
3. See that any changes made in the By-Laws are noted in the existing By-Laws
4. Seek any necessary parliamentary or legal advice as required for By-Laws and Rules decisions

Section 2. The Nominating Committee shall consist of President and Vice President:

1. Prepare and present a slate of officers to be voted on by the general membership at the annual meeting. The slate shall consist of one candidate for each office
2. Tabulate the votes of the membership

ARTICLE VIII

Executive Board

Section 1. The Executive Board of this organization shall be as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Past President
6. Regional Liaison Representatives
7. AESA Liaison

Section 2. Vacancies in office shall be filled at the next meeting of the organization and an officer elected to fill a vacancy shall serve the remainder of the term. This does not count toward their two full term limit.

Section 3. An officer may be removed from office by a vote of two-thirds of the members present and voting at a regular meeting of the organization. Intent to remove an officer shall be announced to the regular membership at least two weeks prior to the meeting.

ARTICLE IX

Duties of the Executive Board

Section 1. The duties of the Executive Board shall be such as are implied by their respective titles and such as are specified in these By-Laws.

Section 2. The president shall:

1. be the chief executive officer of the organization and see that actions of the Executive Board are carried out
2. call and preside at all meetings of the general membership and Executive Board
3. appoint all standing/ADHOC committee chairpersons with the approval of the Executive Board and shall be an ex-officio member of all committees
4. carry out and/or cause to be carried out the policies, laws, rules, and directions of the organization
5. represent the organization in coordinating efforts with other agencies whether personally or through a person designated by the president or the chairperson of the appropriate standing committee
6. be responsible for notifying each member or the Executive Board of each meeting no less than seven days prior to such meeting
7. work with the Executive Director to present an annual report to the membership
8. coordinate and direct the biennial evaluation of the Executive Director

Section 3. The vice president shall:

1. serve in the president's place and with the president's authority in case of absence or disability of the president
2. assist the president in the planning and preparation of the plan of operation and annual budget
3. assist the president and perform such other duties as may be assigned to the office
4. be the president-elect

Section 4. The secretary shall:

1. ensure that the minutes and actions of all meetings including Executive Board meetings are maintained and posted on the MOEC website

Section 5. The treasurer shall:

1. be the custodian of all funds and shall maintain detailed accounts of all receipts and expenditures and render an account to the annual meeting and the Executive Board at each regular meeting or at any time when so requested by these bodies
2. prepare the annual budget for recommendation by the Executive Board to the regular membership
3. this term is not limited to the two year cycle

Section 6. In accordance with m.g.l. Chapter 40 Section 4E and 603 CMR 50: Educational Collaboratives the Regional Liaison Representative shall:

1. solicit and gather data from regional collaborative members to identify a range of regional needs and priorities for educational services, and potential areas for growth and needs for capacity building
2. collaborate with other regional liaison representatives to propose practices and procedures for coordination of services to school districts in a manner that responds to regional needs and priorities in conjunction with regional members
3. promote clear and consistent communication to develop and maintain mutual understandings and cooperation within the region
4. act as a liaison and ambassador between collaboratives in their respective region, the MOEC Board, and DESE to coordinate the dissemination of information and support to districts
5. communicate and advocate on behalf of their region when needs and priorities are being discussed
6. facilitate regional communication by setting up meetings and disseminating information to and from MOEC Board Meetings

- a. provide periodic reports to the MOEC board regarding regional activities

Section 7: The AESA Liaison shall:

1. represent MOEC as a member of the AESA Legislative Committee
2. connect with the officials of AESA and provide pertinent information to MOEC from AESA
3. coordinate the development of regional AESA meetings and conferences
4. be part of a succession plan to ensure a smooth transition for an upcoming Liaison. If no other MOEC member volunteers or is prepared in line with the succession plan to assume this position for the subsequent election, the current Liaison's term limit may be extended.

ARTICLE X

Executive Director

Section 1. The Executive Board will hire an executive director for a period to be determined by the Executive Board.

Section 2. The Executive Director shall:

1. work with the general membership of MOEC to adapt and clarify the philosophy and mission of Educational Collaboratives in Massachusetts
2. provide leadership to the president and Board of Directors of MOEC in carrying out the goals of the organization
3. provide for the professional development of the general membership through appropriate program offerings and other forms of support
4. conduct surveys for MOEC that will provide its members with critical data to assist them in carrying out their responsibilities
5. produce three general membership meeting reports and one summary annual report reflecting current collaborative information for members and other interested parties for members and other interested parties
6. work with MOEC's president to prepare agendas and materials for executive board meetings
7. work with MOEC's legislative liaison to promote legislation favorable to the well-being of Educational Collaboratives
8. serve as representative to Massachusetts Department of Elementary and Secondary Education (DESE) and other state agencies and organizations
9. maintain the MOEC website
10. work with standing and ad hoc committees

ARTICLE XI

Meetings

Section 1. General Membership Meetings Meetings of the general membership shall be held three times during the fiscal year. The May meeting shall be designated as the annual meeting. Special meetings of the regular membership may be called at the discretion of the Executive Board. The dates and locations of the meetings shall be decided upon and reported to the membership before each school year. A majority of the membership of the organization shall constitute a quorum. A 2/3 majority of the Membership of the organization, whether in person or participating remotely (by

phone or video) shall constitute a quorum.

Section 2. Executive Board Meetings The Executive Board shall meet monthly during the fiscal year. The president may call additional meetings of the Board as deemed necessary. A 2/3 majority of the Executive Board members, whether in person or participating remotely (by phone or video) shall constitute a quorum.

Section 3. Standing and ADHOC Committees Meetings of the Standing Committees and ADHOC Committees shall be called at the discretion of the chairperson. A majority of the Committee members shall constitute a quorum.

ARTICLE XII

Voting Procedure

Section 1. Board Voting Procedure

1. any votes taken by the Board shall require a quorum
2. each Board Member present shall have one vote
3. a majority vote shall be represented by $\frac{2}{3}$ of the Board members present

Section 2. General Membership Voting Procedure

1. any votes taken by the Membership shall require a quorum
2. each Educational Collaborative present virtually or in person shall have one vote. This vote will be cast by the Executive Director of the Collaborative
3. members who hold associate or institutional memberships shall not be entitled to vote
4. a majority vote shall be represented by $\frac{2}{3}$ of the members present

ARTICLE XIII

Annual Elections

Section 1. Election of officers for the succeeding term shall be held at the biennial meeting of the general membership held in May.

Section 2. Officers shall be elected by the voting membership to the two-year term specified for the office and shall serve until each successor has been elected and assumed office. Regional Liaison Representatives shall serve a three year term consistent with MGL Chapter 40 Section 4E (Acts of 2018); Education Collaboratives and shall serve until each successor has been elected and assumed office on July 1 for the following years.

Section 3. The Chair of the Nominating Committee shall be responsible for conducting the elections.

Section 4. The Nominating Committee shall seek nominations from the full membership and present the slate of officers to the membership.

Section 5. The chair of the Nominating Committee shall ask for nominations from the floor.

Section 6. Election of officers shall be conducted by written ballot of those voting members present when an office is contested. A candidate must receive a majority of votes cast.

Section 7. In the event that an officer or other Board member leaves before the end of his/her term, the nominating committee will follow the above procedure for the Board member to fulfill the term as an interim member.

Section 8. No officer shall be eligible to serve more than two consecutive full-terms in the same office with the exception of the treasurer.

ARTICLE XIV

Amendments to the By-Laws

Section 1. Any change or modification in the existing By-Laws must be made by amendment.

Section 2. Any amendment shall require a two-thirds (2/3) majority vote of the voting members present at a regularly scheduled general meeting.

Section 3. Any amendment to be considered at a regularly scheduled meeting must be distributed to the general membership in writing at least two (2) weeks prior to the date of that regularly scheduled meeting as part of the agenda for that meeting.

Section 4. Any regular member may suggest an amendment to the By-Laws and Rules Committee provided he/she does so in writing to the President at least sixty (60) days prior to the date of the next regularly scheduled general meeting. The President shall submit the proposed amendment to the Chairperson of the By-Laws and Rules Committee for review and recommendations by the By-Laws and Rules Committee. The President shall be required to obtain a recommendation from the majority of the Executive Board in order to place the amendment on the agenda of the next general meeting.

Section 5. Any of the above requirements may be waived by two-thirds (2/3) majority vote of the members present and voting at a general or special meeting.