

STANDING RULES

of the
Associated Chino Teachers –
CTA – NEA

Adopted January 22, 2018

STANDING RULES

Associated Chino Teachers – CTA – NEA

Standing Rules Adoption—Standing rules shall be adopted yearly by the Executive Board and presented to the rep council at the beginning of each year.

Standing Rule I – Chapter Dues Calculation

1. Annual chapter dues shall be based on the following formula: $.005 \times \text{Column II Step 1 of the current salary schedule rounded off to the nearest half-dollar.}$
2. General Requirements
 - a. To become a member, a qualified individual must complete and file a membership enrollment form together with either:
 - i. The prescribed amount of dues for the category of membership for which he/she is eligible, or
 - ii. A payroll deduction authorization.
 - b. Membership must also be obtained in the appropriate parallel category within the California Teachers Association and the National Education Association.

Standing Rule II – Executive Board Officers

1. The Principal officers of the executive board are as follows: President, Vice-President, Secretary, and Treasurer.
2. **The Principal Officers** shall be elected bi-annually by a vote of the membership and shall hold office for two (2) years beginning on July 1 and ending June 30. President and Secretary shall be elected in even numbered years. Treasurer and Vice President shall be elected in odd numbered years.
3. **Executive Board** shall be made up of the Principal Officers, Director of Governance, Director of Communications, and the following Directors elected by and from the Active membership of the Association by open nominations and secret ballot. Two (2) Elementary Directors, Two (2) Secondary Directors, and One (1) Special Services Director. Each will hold a two (2) year term. One (1) Elementary Director, one (1) Secondary Director, and one (1) Special Services Director will be elected on even numbered years and one (1) Elementary Director and one (1) Secondary Director will be elected on odd numbered years.

Duties/Responsibilities of Directors

1. **Elementary Director—**Duties of this position shall be:
 - a. To serve as an additional liaison between the Executive Board and unit members whose primary current assignment is at the Elementary level.
 - b. To assist in securing committee members in areas of their concern and expertise.
 - c. To respond to concerns and issues raised by the teachers they oversee.
 - d. Assist in site elections if needed.
 - e. Act as the Association representative on interview panels if needed.
 - f. Attend monthly Executive Board meetings.
 - g. Attend monthly Rep. Council meetings.
 - h. Serve as ex-officio member of committees as assigned by the President.
 - i. Attend 2 trainings per year as directed by the President in order to be prepared to appropriately represent unit members and the Association.

2. Secondary Director—Duties of this position shall be:

- a. To serve as an additional liaison between the Executive Board and unit members whose primary current assignment is at the Secondary level.
- b. To assist in securing committee members in areas of their concern and expertise.
- c. To respond to concerns and issues raised by the teachers they oversee.
- d. Assist in site elections if needed.
- e. Act as the Association representative on interview panels if needed.
- f. Attend monthly Executive Board meetings.
- g. Attend monthly Rep. Council meetings.
- h. Serve as ex-officio member of committees as assigned by the President.
- i. Attend 2 trainings per year as directed by the President in order to be prepared to appropriately represent unit members and the Association.

3. Special Services Director—Duties of this position shall be:

- a. To serve as an additional liaison between the Executive Board and unit members whose primary current assignment is working directly with students with disabilities (i.e. RSP, SLP,OT, APE, SDC, SH)
- b. To assist in securing committee members in areas of their concern and expertise.
- c. To respond to concerns and issues raised by the teachers they oversee.
- d. Assist in site elections if needed.
- e. Act as the Association representative on interview panels if needed.
- f. Attend monthly Executive Board meetings.
- g. Attend monthly Rep. Council meetings.
- h. Serve as ex-officio member of committees as assigned by the President.
- i. Attend 2 trainings per year as directed by the President in order to be prepared to appropriately represent unit members and the Association.

4. Director of Communications—Duties of this position shall be:

Expenses of Principal Officers

1. Within the parameters of the adopted budget, the Executive Board may provide a stipend/expense allowance for Executive Board members, committee chairs, and others who, because of their Association duties, incur numerous daily expenses for travel, meals, telephone, supplies, etc.
2. Credit cards represent an extension of credit to the Association and may only be used with the approval of the President and Treasurer.
 - a. Association Business Credit Cards issued by A.C.T. are not to be used for personal expenses. The card may not be used to obtain cash advances. Charges incurred on the Association Business Credit Cards should only be made by the person whose name is on the card. The charging of personal transactions is not allowed. Infractions of the condition of this policy could result in cancellation of the card and withdrawal of credit card privileges. Breaching of this policy may lead to action against the cardholder concerned. In all cases of misuse, A.C.T. reserves the right to recover any monies from the cardholder. A.C.T. may recover from reimbursable expenses, any amount claimed.
 - b. Credit card expenditures must be reconciled and submitted within 30 days of the close of the month charge was incurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder. At the end of 30 days the card may be cancelled if no report has been submitted. At the end of 60 days, the amount charged, plus finance charges/fees, will be added to the compensation (with appropriate taxes withheld).
 - c. Cardholders are expected to exercise prudent business judgement regarding expenses covered by this policy. The business activity or connection must be necessary in the performance of the cardholder's duties and responsibilities, and there must be a clear business purpose for the expense.

- d. Lost or stolen cards must be reported immediately to the President or Treasurer. The support staff will then be directed to cancel the card.
- e. Prior to departure of or termination of duties, the cardholder must endure his/her account is settled. If not settled in 30 days of the end of the month in which the costs were incurred. The card must be surrendered upon request by the President or Treasurer.
3. The following are common reimbursable expenses allowable under this policy:
 - a. Business telephone calls
 - b. Car rental, parking (non-valet whenever possible), tolls
 - c. Lodging (statement required)
 - d. Reasonable meal costs necessitated by travel, including tips up to 20%
 - e. Travel expenses including airfare, train fare, bus taxi and related tips
4. Expenses not reimbursable include:
 - a. Parties and gifts
 - b. Traffic fines
 - c. First class airfare
 - d. Additional luggage, briefcase, etc.
 - e. In-flight movies and refreshments
 - f. Airline club dues
 - g. Hotel room movies and snacks
 - h. Reimbursement for business miles more than the cost of airfare to the same destination
 - i. Alcohol, unless reasonable in cost and consumed during business entertainment activities
 - j. Laundry
 - k. Personal telephone calls
 - l. Tips in excess of 20% and added to pre-applied gratuity
5. No policy can anticipate every situation that might give rise to legitimate business expense. Each individual must use his/her best professional judgement in determining if an expenditure is reimbursable under this policy.
6. Any approved expense allowance shall be reviewed annually by the Executive Board.
7. Stipends/reimbursements rates must be included in the annual budget and approved by the Representative Council.
8. Stipends/reimbursement amounts shall be:
 - a. President –Twelve months @ \$500 per month
 - b. Vice –President –Twelve months @ \$300 per month
 - c. Treasurer – Twelve months @ \$300 per month
 - d. Secretary – Eleven months @ \$175 per month
 - e. Elementary, Secondary, & Special Services Directors – Ten months @ \$150 per month
 - f. Director of Communications – Ten months @ \$150 per month
9. The yearly stipend shall be reported to the IRS on form 1099 and will be taxable income for each officer receiving it.
10. Month obligations must be completed in order to receive stipend for that month.

Standing Rule III – Faculty Representatives

1. Allocation—Each school site or special faculty unit shall be represented on the Representative Council according to the following formula:
All school sites can have AT LEAST 2 Site Reps and an Alternate:

1 - 45 A.C.T. members	=	2 voting representatives
46 - 75 A.C.T. members	=	3 voting representatives
76 - 105 A.C.T members	=	4 voting representatives
106 - 135 A.C.T. members	=	5 voting representatives
136 + A.C.T. members	=	6 voting representatives

2. Representatives to affiliated associations
 - a. Election of NEA-RA and State Council Representatives
 - i. Representative to Affiliate Associations need to be elected at large.
 - b. Duties
 - i. NEA Representative Delegates shall attend **ALL** meetings of the National Education Association Representative Assembly and **ALL** NEA committee meetings of which he/she is a member;
 - ii. NEA Representative Delegates shall report on NEA actions and decisions to the Executive Board, the Representative Council, and /or the membership;
 - iii. CTA State Council Representatives shall attend **ALL** general meetings of the CTA State Council and **ALL** CTA committee meetings of which he/she is a member; and
 - iv. CTA State Council Representatives shall report on CTA actions and decisions to the Executive Board, the Representative Council, and/or the membership.
 - c. Authority
 - i. No person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless such representation has been approved in advance by the Executive Board.

Standing Rule IV – Travel Reimbursements

1. All requests for reimbursement must be submitted on the Associated Chino Teachers Travel Reimbursement Form (see Appendix D) with the required original receipts for hotel, meals, and other costs. If required information is missing, the expense statement will be returned to the originator.
2. Transportation by personal automobile will be reimbursed for round trip by nearest traveled highway at the current IRS rate per mile. Mileage reimbursement cannot exceed the cost of coach plane fare. Travel by airplane, bus or train will be reimbursed at the most economical fare available.
3. Airport shuttle costs and parking fees will be allowed when necessary at actual costs. Taxi fare shall be reimbursed only when no other transportation is available. A maximum of six dollars (\$6.00) for portage is reimbursable for any one meeting.
4. No charges for hotel accommodations shall be allowed for travel within a radius of 25 miles of the Association office.
5. Meals will be reimbursed at the actual amount paid, including tax and tips up to 20%, subject to the following guidelines:
 - a. The actual daily allocation for meals shall be eighty-five dollars. (85.00)
 - b. No reimbursement shall be provided for meals that are included as part of the conference/workshop/meeting package.
 - c. Extra meal expenditure due to elective travel by automobile are not reimbursable.
6. Expenses not reimbursed include:
 - a. Parties and gifts
 - b. Traffic fines
 - c. First class airfare
 - d. Additional luggage, briefcase, etc.
 - e. In-flight movies and refreshments
 - f. Airline club dues
 - g. Hotel room movies and snacks
 - h. Reimbursement for business miles more than the cost of airfare to the same destination
 - i. Alcohol, unless reasonable in cost and consumed during business entertainment activities
 - j. Laundry
 - k. Personal telephone calls
 - l. Tips in excess of 20% and added to pre-applied gratuity
7. Any exception or variations from the above rules covering travel expenses shall be allowed only with approval of the Executive Board.

8. Individuals representing Associated Chino Teachers – CTA – NEA shall be required to complete the Participant Responsibility/Duties Form and the Conference/Workshop Reporting Form as an acknowledgement of their responsibilities and duties. The Reporting Form shall be submitted with their request for Reimbursement Form. All claims must be filed within:
 - a. Thirty (30) days of the end of the month in which they occurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder
 - b. An additional thirty-day period for extenuating circumstances shall require approval by the Executive Board, set forth in a letter of explanation and filed with the claim.
 - c. Claims more than sixty (60) days after the end of the month in which they were incurred may be canceled if no report has been submitted.
9. Any exceptions or variations from the above rules governing travel and other expenses shall be allowed only by the authorization of the Executive Board. In the event an advance was made to a unit member attending a conference/workshop, and no receipts are submitted within the timeline allowed, the unit member will be required to reimburse the Association for the amount advanced. Such reimbursement shall be made within sixty (60) calendar days. If said reimbursement is not made, the unit member will receive a 1099 Form Misc. Income for the advance amount.

Standing Rule V – Elections

1. NOMINATIONS AND ELECTIONS
 - a. The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*.
 - b. The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year. The duties of the Elections Committee shall be to:
 - a. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 - b. Establish election timelines;
 - c. Develop and carry out timelines and procedures;
 - d. Prepare ballots for election of officers and such other elections as may be necessary;
 - e. Count the ballots and certify the results; and
 - f. Handle initial challenges.
3. Elections shall be conducted with:
 - a. Open nomination procedure;
 - b. Secret ballot;
 - c. All Active member vote;
 - d. Record of voters receiving or casting ballots; and
 - e. Majority vote, unless otherwise specified.
4. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.
5. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.
6. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

Standing Rule VI – Committees

Political Action Committee

1. In order to participate in local school board elections and/or bond elections, any funds donated for such purposes must be collected separately from Association dues and held in a separate account. The Fair Political Practices Commission has strict guidelines regarding campaign donations. Correct procedures for forming and operating political committees can be found in the CTA Guide to Local Political Action Committees, available through CTA Governmental Relations Division, Sacramento. Telephone: 920/442-5895
2. The Political Action Committee shall consist of a minimum of six persons appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council.
3. The Political Action Committee Chair shall be appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council.
4. The Political Action Committee shall study all legislative and political matters in the district, cities, county, state, and the nation relating to the interests of education in general and to the welfare of the pupils and teachers.
5. The Political Action Committee shall report to the Executive Board and/or Representative Council all legislative and political matters of importance.
6. The Political Action Committee shall advise the general membership concerning pending legislation and/or political matters.
7. The Political Action Committee shall interview candidates for political office and make recommendations for endorsement.

Procedures for Political Action Funding

1. Annual Political Action Funding will be based on .05 X annual chapter dues.
2. Any A.C.T. member may annually elect that the dues amount designated for the Political Action Fund not be transferred his/her name, but remain in the A.C.T. general fund

Human Rights/Instructional Practices/Professional Issues (HRIPPI) Committee

1. The Human Rights/Instructional Practices/Professional Issues (HRIPPI) Committee shall be appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council.
2. This Committee shall secure advantageous publicity for the activities of the Association.
3. This Committee shall maintain and strengthen communications within the Association and between the Association and other organizations in the community. This committee will incorporate the duties of the following former committees: EMAC, Public Human Relations, Special Education, Women's Issues, and Nurses.

Scholarship/Awards/Recognition/Social (SARS) Committee

1. The Scholarship/Awards/Recognition/Social (SARS) Committee shall consist of two persons appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council.
2. The Association Secretary shall chair the Scholarship/Awards/Recognition/Social (SARS) Committee.
3. Responsibilities of this Committee shall be determined by the Executive Board.

Elections Committee

1. The Elections Committee shall consist of at least three persons appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council.
2. The Elections Committee Chair shall be appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council.
3. The Elections Committee shall conduct all elections and vote counts pertaining thereto.

Grievance Committee

1. The Grievance Committee shall be appointed by the President and approved by the Executive Board, with concurrence by the Representative Council.
2. The Grievance Committee Chair shall be appointed upon the recommendation of the President and by approval of the Executive Board with concurrence by the Representative Council.

Health and Welfare Committee

1. The Health and Welfare Committee shall be appointed by the President and approved by the Executive Board, with concurrence by the Representative Council.
2. The Health and Welfare Committee Chair shall be appointed upon the recommendation of the President and by approval of the Executive Board with concurrence by the Representative Council.

Organizing Committee

1. The Organizing Committee shall be appointed by the President and approved by the Executive Board, with concurrence by the Representative Council.
2. The Organizing Committee Chair shall be appointed upon the recommendation of the President and by approval of the Executive Board with concurrence by the Representative Council.

Special Committees

1. Other special Committees and task forces may be appointed upon the recommendation of the President and by approval of the Executive Board, with concurrence by the Representative Council. Such committees shall study and report in the area of research established for them and then shall be dissolved when duties are complete.
2. Examples of special committees shall include, but not limited to, LCAP, Audit, Finance, Salary, Retirement, Ethics, Professional Rights and Responsibilities, Teacher Education, Tenure, Special Services, Curriculum, and Professional Development.
3. Each committee shall submit periodic reports to the Executive Board and Representative Council.

Stipends for Committees

1. Bargaining Chair –\$150 per month in which bargaining is occurring
2. Organizing Chair –Ten months @ \$150 per month

Standing Rule VII - Waivers

1. In order to waive one or more specific provisions of the Collective Bargaining Agreement currently in effect between the Association and the CVUSD Board of Education, a minimum of seventy-five percent (75%) of the certificated employees assigned to a work site must make an application to the A.C.T. Executive Board and submit a current application for the requested waiver to the CVUSD Board of Education.

Standing Rule VIII – Summer Association Coverage

1. The President shall be responsible for scheduling summer personnel to ensure that the business of the Association will continue through the summer months.

Standing Rule IX –Association Employee Operations

1. Association Employees
 - a. Employment Authority
 - i. Within the established policies and budget limitations, the Executive Board shall be the employment authority for all paid staff and have the responsibility for setting the terms of the contract, job description form(s), and/or the terms and conditions of employment.
2. General Policies
 - a. The Representative Council shall have the authority to make general allocations in the annual budget for the expenses in connection with Association employment.
3. Non-Discrimination Clause
 - a. Paid staff shall be entitled to the same general rights of due process as the Association seeks to ensure for its own membership. The same non-discrimination policy shall apply to paid staff as is contained elsewhere within these Bylaws for membership rights.

Standing Rule X – Office Expenditures

1. Within the parameters of the adopted, the Executive Board ay authorize expenditures and other Association expenses.
2. The Association President may authorize expenditures from budgeted categories as necessary to supply and maintain the office. Such expenditures shall be reported at each Executive Board meeting.
3. Duly authorized officers shall not sign any check unless procedures under these Standing Rules have been followed