

APPLE VALLEY UNIFIED TEACHERS ASSOCIATION/CTA/NEA

Bylaws and Standing Rules

APPROVED BY AVUTA/CTA

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## **BYLAWS**

Apple Valley Unified Teachers Association/CTA/NEA

### **I. NAME AND LOCATION**

The name of this Association shall be the Apple Valley Unified Teachers Association/CTA/NEA in San Bernardino County.

### **II. PURPOSES**

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the profession and the community; and
- G. To foster good fellowship among members.

### **III. AFFILIATION WITH THE CTA/NEA**

- A. The Apple Valley Unified Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Apple Valley Unified Teachers Association shall be an affiliated local association of the National Education Association (NEA).

### **IV. MEMBERSHIP**

- A. Categories of Membership. There shall be two categories of membership in the Association: Active and Retired.

Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Apple Valley Unified School District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.

- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter/CTA/NEA dues appropriate to the class of membership.

- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- H. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- I. The membership year shall be that period of time from July 1 of any given calendar year through June 30 of the following calendar year, inclusive.

#### **V. DUES, FEES, AND ASSESSMENTS (2011)**

- A. The Apple Valley Unified Teachers Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Council at the last regular meeting of each school year.
- B. Apple Valley Unified Teachers Association shall apportion any negotiated representation fee or organizational security fee (agency fee) on the same percentage basis as the Chapter/CTA/NEA dues.
- C. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

#### **VI. POLICY-MAKING BODY**

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
- B. The Representative Council shall be composed of the following Active members:
  - 1. Executive Board, ex-officio;
  - 2. Faculty Representatives elected on the basis of one-person one-vote;
  - 3. The following additional representatives:
    - a) Elected Service Center Representative (s), when not serving on the Representative Council in another capacity;
    - b) Committee Chairpersons, ex-officio non-voting;

- c) CTA State Council Representatives, if any, ex-officio non-voting; and
- d) Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio non-voting.
- e) Past president, ex-officio and a voting member.

C. The Representative Council shall:

- 1. Establish Association policies and objectives;
- 2. Adopt the annual budget of the Association at the Annual Meeting;
- 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
- 4. Establish the dues of the Association.

D. The Representative Council shall meet at least once during each school month; the number, place, and time of meetings to be decided by the Executive Board.

E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership.

F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.

G. Agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting via E-mail, Jet Mail, or regular mail.

H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.

I. A quorum for all meetings of the Representative Council shall consist of a simple majority of all voting members of the Representative Council.

J. Members of the Representative Council shall serve a term of one (1) year. (Except for the CTA STATE COUNCIL REPRESENTATIVE WHOSE TERMS ARE SET BY CTA.)

## **VII. FACULTY REPRESENTATIVES**

A. Site representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot (for example "envelope within an envelope").

B. Each faculty shall be entitled to at least one representative and shall have one representative for each fifteen (15) Association members on the faculty, or major fraction thereof (see SR 13 MAJOR FACTOR).

C. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.

D. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected or appointed replacements.

E. Site Representatives shall:

1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty unit;
2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
4. Perform such additional duties as prescribed by the Executive Board.

Any Site Representative or Alternate may not conduct an election in which he/she is a representative or alternate.

## VIII. OFFICERS (2011)

A. The officers of the Association shall be a President, a First Vice- President, Second Vice-President, Recording Secretary, Corresponding Secretary, a Treasurer and Segment Directors.

B. These officers shall be active and remain currently paid-up local, state, and national members as a condition for nomination to and service in their respective positions during their terms of office.

C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot. Elections shall be held prior to May 30.

D. The President shall be elected for a term of 2 years with the term to begin in the even numbered years, the Treasurer is elected for 2 years with the term to begin in the odd numbered years, and all other officers shall be elected for a term of 2 years. All offices will commence on July 1 of the year elected. The office of president shall have a 3 consecutive-term limit (six years). Former presidents may run for the office of president again if two years (one term) has passed since the end of three consecutive terms.

E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the 1<sup>st</sup> Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the rest of the term.

F. The **President** shall be the chief executive officer of the Association and its policy leader. The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association;
4. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
6. Call meetings of the Association and the Executive Board;
7. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
8. Attend meetings of the Service Center Council of which the Association is a part;
9. Attend other CTA/NEA meetings as directed by the Representative Council;

10. Direct all Association communications and be responsible for the mail;
11. Call Special elections;
12. Represent the Association at unfair practices specific to the Association and work with the CTA staff regarding Association legal problems;
13. Report the filing of unfair practices for the record, and keep the Executive Board and the Representative council informed of the progress of the filings;
14. Appoint special committees, task forces, and delegates to the Service Center Council;
15. Be an ex-officio, non-voting member of Association committees;
16. Arrange training sessions for the Association leadership;
17. Ensure that the Association has a designated representative at all School Board meetings.
18. Perform such other duties as may be directed by the President.

G. The **First Vice-President** shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Succeed to the office of the President for the remainder of the term, should it become vacant;
4. Serve as coordinator of committee activities at the direction of the President;
5. Maintain a record of all elected and appointed representatives and committee members with their respective terms of office; and
6. Be an ex-officio, non-voting member of the Association committees and task force(s).
7. Perform such other duties as may be directed by the President.

H. The **Second Vice-President** shall:

1. Notify the members of the Executive Board at the President's direction of Special Meetings;
2. Be the chairperson for the Membership Drive Program;
3. Be the chairperson for the New Teachers' activities;
4. Be the chairperson for the recognition for the Retiring Teachers; and
5. Perform such other duties as may be directed by the President.

I. The **Recording Secretary** shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Keep an attendance record of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
3. Be responsible for the purchasing of office supplies;
4. Keep an up-to-date copy of the Association Constitution and Bylaws; and
5. Perform such other duties as may be directed by the President.

J. The **Corresponding Secretary** shall:

1. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
2. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
3. Maintain an up-to-date record for correspondence with all members;
4. Keep an accurate roster of the membership of the Association and of all committees and issue invitations to the Association's social functions;
5. Perform such other duties as may be directed by the President.

K. The **Treasurer** shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership;
5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.
6. Transfer money at the directions of the Representative Council;
7. Prepare a recommended budget;
8. Act as custodian for the safekeeping and maintenance of Association property and supplies;
9. Work with the Segment Directors in the keeping of an accurate membership list.
10. Perform other duties as may be directed by the Representative council.

### **IX. SEGMENT DIRECTORS (2011)**

A. The segments are PS-6 (pre-school-grade 6), PS-8 (pre-school-grade 8), and High School. Segments shall be entitled to one director when the segment has a total membership of 75 members, two directors when the segment has 150 members, and three directors when the segment has 225 members. An additional director shall be added for each subsequent group of 75 members. Segment directors must first be chosen from different sites. If a segment director position remains unfilled after two months, then the Representative Council will elect someone to fill the position. To help with transition, AVUTA will not fill any segment director vacancies which occur in the 2010-2011 year.

B. Qualifications:

1. A Segment Director shall be an active member as a requirement for any service in this office.
2. A segment Director must be an active member of the segment represented.

C. Elections: A segment Director shall be elected by and from the Active members of each segment requiring a simple majority vote;

1. The elections shall be by open nominations and by secret ballot;
2. The elections shall be held at the same time as the annual elections for the officers; and
3. Special members shall be considered a voting member of the segment where they work the majority of their assignment or as decided.

D. Term of Office

1. The Segment Directors are elected for a two-year term;
2. Director's terms shall be staggered and shall begin from July first of the calendar year through June thirtieth of the second year.

E. Vacancies:

1. A vacancy exists in the case of death, resignation, recall or the inability to serve;
2. In the event that a vacancy occurs in the office of a Segment Director, a special election shall be held;
  - a. This election shall be an interim election held by the Representatives of the Sites within the Segment, and shall be by open nominations and by secret ballot of the active Members, and
  - b. The elected segment director shall serve for the remainder of the term that is vacated.

F. Responsibilities: A Segment Director shall:

1. Carry out assigned duties and be responsible to the members in the respective segments, and
2. Function as a liaison between the Executive Board and the Site Representatives.

G. Duties: A Segment Director shall:

1. Attend the meetings of the Association, the Representative Council and the Executive Board;
2. Be on the Membership Drive Program;
3. Work with the Second Vice-President for:
  - a. The New Teachers activities, and
  - b. The recognition for the Retiring Teachers;
4. Work with the Representatives in their assigned segment, and be responsible for the enrollment forms of new members;
5. Be responsible for the distribution of information to the Representatives;
6. Be responsible for notifying the Representatives of meetings; and
7. Perform such other duties as may be directed by the President.

## **X. CTA STATE COUNCIL MEMBER AND PAST PRESIDENT**

### **A. CTA State Council Member:**

1. A State Council Member and the alternate shall be and remain an Active Member as a requirement for and service in the office.
2. Elections: The representative and alternate shall be elected by and from the Active membership of this multiple;
  - a. The elections shall be by open nominations and by secret ballot requiring a majority vote, and
  - b. The candidate receiving the second highest number of votes shall be declared the alternate;
3. Term of Office for the representative and alternate shall be for three years, starting with the membership year of September 1, 1986;
  - a. A vacancy exists in the case of death, resignation, recall or the inability to serve;
  - b. In the event that a vacancy occurs in the office of representative, and/or alternate a new election is held by open nominations and by secret ballot of the Active membership of this multiple, and
  - c. The elected Representative or the elected alternate shall serve for the remainder of the term that is vacated.
4. Responsibilities: The representative shall:
  - a. Attend meetings of the CTA State Council of Education;
  - b. Be informed of the issues before the State Council and be responsible to the members of the multiple;
  - c. Serve on a CTA standing committee and attend meetings;
  - d. Attend the meetings of the Association, the Executive Board, the Representative Council and the Service Center Council, and
  - e. Report to the Association periodically.

### **B. Past President**

1. Qualifications: The Past President must be an Active Member of this association;
2. Term of Office: Shall begin the July 1 immediately following the elected term as this Association's

President and shall continue for two years;

3. Vacancy: Exists in the case of death, resignation, recall, or the inability to serve, and at this time the position is closed (no alternate shall be chosen and no election shall be held);

4. Responsibilities

- a. Be an active member of a standing committee, and
- b. Attend meetings of the Association, Representative Council and the Executive Board.

## **XI. EXECUTIVE BOARD**

A. The Executive Board shall be composed of the officers, the Past President, and Segment Directors elected at large from the membership, as long as this complies with the “one-person – one-vote” rule.

B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.

C. The Segment Directors of the Executive Board shall be elected with open nominations and by secret ballot.

D. The Segment Directors of the Executive Board shall be elected for a term of 2 years, commencing on July 1st of any calendar year.

E. Vacancies in the position of Segment Director of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.

F. The Executive Board shall meet before each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.

G. The duties of the Executive Board shall be to:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
4. Approve committee appointments and removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Adopt the Standing Rules for the Association;
7. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council;
8. To make suggestions to the President for the agenda of the Representative Council;
9. To prepare and recommend changes in the Bylaws to the Representative Council;
10. To make and adopt procedures consistent with the Bylaws and at the direction of the Representative Council for conducting the affairs of the Association;
11. To establish a special committee or a task force to investigate and to report their findings to the Executive Board and/or Representative Council;
12. To refer letters of resignation and to announce vacancies for the Standing Committees to the

Representative Council.

13. To take to the Representative Council any expenditure that is one hundred dollars over the budgeted amount;
14. To administer the crisis/legal fund;
15. Meetings: The Executive Board shall meet at least once each month of the school year;
16. Emergency meetings may be called during crisis situations. The Executive Board shall adopt procedures for notification; and
17. Minutes: The actions of the Executive Board shall be;
  - a. Recorded at all meetings;
  - b. Approved by the Executive Board; and
  - c. Distributed to all members of the Representative Council via E-mail, Jet Mail, or US Postal, for posting.

H. A quorum for all meetings of the Executive Board shall consist of a simple majority of the members present of that body.

## **XII. MEETINGS OF THE GENERAL MEMBERSHIP:**

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.
- B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for meetings of the Association shall be: a majority of the active membership present, or percentage of the active membership.
- E. The May meeting of the Representative Council shall be considered as the Association's Annual Meeting.

## **XIII: BARGAINING TEAM**

- A. The President shall appoint all members and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the membership.

F. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Association members in that unit.

G. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.

H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

I. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership.

#### **XIV. GRIEVANCE PROCESSING (SR 4)**

A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.

B. These procedures shall include, but not be limited to, the following:

1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
2. Training for handling grievances; and
3. Evaluation of the Association's grievance policies and procedures.

#### **XV. NOMINATIONS AND ELECTIONS (SR 1)**

A. There shall be an appointed Elections Committee.

B. Elections shall be conducted with:

1. Open nomination procedure;
2. Secret ballot;
3. All member vote;
4. Record of voters receiving or casting ballots;
5. Majority vote, unless otherwise specified.

C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.

D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.

E. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.

F. The duties of the Elections Committee shall be to:

1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
2. Establish election timelines;
3. Develop and carry out timelines and procedures;
4. Prepare ballots for election of officers and such other elections as may be necessary;

5. Count the ballots and certify the results ;
6. Handle initial challenges.

## **XVI. COMMITTEES**

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.
- C. The Association's Standing Committees shall be Grievance Resolution (SR 4), Bylaws (SR 5), Elections (SR6), Political Action (SR 7), Bargaining/Negotiations (SR 8) and Special Committees (SR 9).

## **XVII. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

## **XVIII. AMENDMENTS/PROCEDURES:**

These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

## **XIX. SPECIAL COMMITTEES**

Special Committees, sub-committees, and task forces may be appointed when needed, to research and investigate a definite assignment. Sub-committees may be appointed by a committee or task force chairperson. The assignments shall be written charges in a specific area.

## **XX. FINANCE**

The fiscal year runs from July 1 through June 30 inclusively.

- A. Annual Dues: The annual dues shall be determined by dues index based on the class1, Step 1 of the previous year's salary schedule. A change in the index shall be determined by the membership;
  1. The dues for this Association shall be established by the membership.
  2. The dues for this Association and other income shall be sufficient to cover the operating expenses of this Association.
  3. The annual Membership dues shall be paid by payroll deduction.
  4. Dues increase:
    - a. Proposal: The Representative Council by a majority vote may propose and make adjustment to the dues index;
    - b. Notice: A copy of the proposed budget and rationale for the dues index adjustment shall be posted at least ten school days prior to voting on the proposal by the Membership, and
    - c. Adoption: Prior to May 31, at a membership meeting, the dues index adjustment may be adopted by a majority vote;
  5. Special assessment Fees: in the event of an emergency:

- a. Proposal: The Representative Council by a two-thirds vote, may recommend to the membership a special assessment fee over and above the normal annual dues;
- b. Notice: A copy of the proposal and rationale for the assessment shall be posted at least ten school days prior to voting on the proposal by the membership, and
- c. Adoption: At a membership meeting, the special assessment increase may be adopted by a majority vote.

**B. The Annual Budget:**

1. The Executive Board shall work with the standing committee chairpersons to develop and outline a projected program;
2. The Treasurer and the Executive Board shall prepare a recommended budget to finance the program and determine the dues required to sustain the program;
3. A Special Committee of finance shall consider the program and may make further suggestions;
4. The Executive Board may make revisions and shall approve the preliminary budget along with the rationale for dues by a majority vote;
  - a. Proposal: The Representative Council may propose with a majority vote the preliminary budget and suggested dues change;
  - b. Notice: A copy of the preliminary budget shall be posted within the Sites at least ten school days prior to the adoption, and
  - c. Adoption: Prior to June 30, final refinement and adoption shall be by Representative Council requiring a majority vote.

**C. The Annual Audits: The Treasures shall submit to a CPA the written materials to conduct an Annual Audit:**

1. Prior to June 1 of the given year a copy shall be given to the Representative Council members, and
2. Prior to August 31 of the given year a copy shall be given to the Representative Council for posting at Sites.

## **XXI. CONTRACT**

A fair and just contract protecting the rights of the members shall be the responsibility and duty of the members.

A. Rep Council shall regularly survey members at their respective sites to determine interests which shall be forwarded to Executive Board.

B. The Negotiation Committee shall present to the Executive Board the initial proposal.

C. The Executive Board, by a majority vote may amend or refer for further consideration to the Negotiation Committee or approve the proposal.

D. The Executive Board shall present the initial proposal with amendments to the Representative Council.

E. The Representative Council, by a majority vote may amend, refer for further consideration to the Executive Board or adopt the initial proposal.

F. The Executive board, by a majority vote, shall determine when to present a proposed contract to

the membership.

G. When the proposed contract is presented to the membership, it must be in the final written form, and be presented to the members only at a Membership meeting for the members' consideration.

H. Final adoption for a contract requires a majority vote of the members who vote at the membership meeting. The contract ratification meeting will be held in accordance with "Roberts Rule of Order."

I. The above procedures shall be followed for any re-openers to the contract.

## STANDING RULES

### SR 1 NOMINATIONS AND ELECTIONS

#### A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee shall be appointed by the president.
3. The Elections Committee shall be composed of at least three members.
4. The chair of the Elections Committee shall be appointed by the President.
5. Members of the Elections Committee shall be approved by the Rep Council.
6. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.
7. The elections committee shall be charged with fair and impartial elections

#### B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any active member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.
2. Every active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all active member vote. A member who is on dues paying limited leave of absence shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a plurality of votes, unless otherwise specified. In the event of a tie vote a run-off election will be held.

#### C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

#### D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
  - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
  - b. Date for acknowledgment of declarations from candidates.
  - c. Date for preparation of ballots.
  - d. Date on which ballots will be distributed.
  - e. Date(s) when voting will take place.
  - f. Deadline date for requesting absentee ballot.
  - g. Deadline date, time and place for return of ballots, including absentee ballots.
  - h. Date, time and place where ballots will be counted.
  - i. Date(s) that announcement of results will be made to leadership, candidates and members.

- j. Dates and timelines for run-off election, if necessary.
- k. Deadline for filing of challenges is ten business days following the announcing of the election results.

#### E. Finances

- 1. Chapter moneys received through dues, assessment, or similar levy shall not be used to promote any candidate.
- 2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit, use of logos or association title.
- 3. Unit may not state preference for any candidate in its publications

#### F. Candidate's Rights

- 1. Privileges extended to one candidate shall be extended to all candidates.
- 2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
- 3. Each candidate shall be treated in a fair and impartial manner.
- 4. Each candidate for Executive Board has the right to submit a statement of up to 250 words for his/her candidacy for publication in the Association's Newsletter. (See SR 17 for submission date.)
- 5. Each candidate shall have the right to a list of the name and address of work sites and the number of active members at each site for the purposes of campaigning.

#### G. Ballot

- 1. The names of the candidates shall be printed on the ballot in *(CTA election alphabet, in alphabetical order or in an order pre-selected by the unit for one year)*. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
- 2. The ballot shall state the name of the office, the term, and the names of the candidate.
- 3. The ballot shall include space for a write in candidate, except in run off elections.

#### H. Distribution of ballots and Method of voting

- 1. Each member shall receive a ballot.
- 2. Voting shall be by one or a combination of the following methods:
  - a. At School Site/Specified Voting Site if a Site Representative is a candidate, refer to

#### A. Elections Committee, 6.

##### 1). Voting At School Site(s)/Specified Voting Site

- a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.

##### (1) Voter Roster – List of eligible voters.

##### (2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.

- b). The marked ballot must be returned to a designated site representative or ballot box.

- c). Site representatives must return all voter roster/sign-up sheets and ballots to the

Elections Committee by the designated date and time.

##### 2). Voting At School Site(s)/Specified Voting Site Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a). A list of current members shall be prepared, which includes each members name, school and home address.

- b). The voter shall be provided with the following:

- (1). A ballot;

- (2). Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; and deadline date for receipt of the voted ballot at the chapter office;
- (3). A small envelope (inner envelope) in which to place the voted ballot; and,
- (4). A larger envelope (outer envelope) which the voter prints and signs his/her name.
- c). At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d). The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e). All inner envelopes shall be placed in a separate receptacle.
- f). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

b. By mail. When the voting is conducted by mail, the procedure shall be as follows:

Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1). A list of current official members shall be prepared, which includes the following: name, school and home address.
- 2). The mailing list shall exactly correspond to the current official roll of voting members.
- 3). Each voter shall be provided with:
  - a). A ballot;
  - b). Instructions on:
    - (1). Folding and placing of the ballot in the unsigned inner envelope;
    - (2). Placing of the unsigned inner envelope into the outer envelope;
    - (3). Signature and school on the outer envelope addressed to the chapter; and
    - (4). Deadline date for receipt of the voted ballot at the chapter office.
  - c). Inner envelope;
  - d). Outer return envelope, addressed to the chapter; and
  - e). Instructions on returning of the voted ballot, including the signature.
- 4). The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- 5). At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are off-track.
- 6). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7). All inner envelopes shall be placed in a separate receptacle.
- 8). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

#### I. Vote Requirement

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

1. A majority vote means more than fifty percent (50%) of the legal votes cast.
2. A plurality vote means the largest number of votes to be given to any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of legal votes cast.
4. For unit officers, the election will be by majority.
5. For State Council: [See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.]
  - a. If a unit is a single elector district or a multiple unit electoral district, the election for State Council Representatives will be by majority vote.
  - b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority Vote.
6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provision for write-in candidates in run-of elections.
7. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Support Department and to the Service Center Council.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate's positions to be filled. An affiliate utilizing the provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegates positions.
9. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA.
10. For additional CTA/NEA elections guidelines refer to the official CTA elections manual.

#### J. Counting of Ballots

1. A preliminary counting of ballots may not take place at the voting sites, but verification of ballots may be done at voting sites.
2. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members, volunteer counters, and observers present.
3. The Elections Committee and volunteer counters shall count valid ballots and set aside any

ballot(s) on which there is a question, such as:

- a. Blank ballot;
- b. More ballots than signatures;
- c. Ballot submitted after deadline;
- d. Voter not a member;
- e. Voter's intent unclear;
- f. Votes cast for more than number allowed;
- g. Vote cast on unofficial ballot;
- h. Vote cast for ineligible candidate.
- i. The minimum number of counters is three.

4. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.

5. The Elections Committee shall prepare the Final Report, recording the following information:

- a. Total number of ballots cast.
- b. The number of set aside ballots with an explanation for each category of ballot not counted.
- c. The number needed to win or pass.
- d. The number of votes received by each candidate or issue.
- e. A notation whether the set aside votes would affect the outcome.
- f. Signature of each Elections Committee member present during the preparation of the report.

6. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.

7. The President shall announce the results as prescribed by the timelines.

8. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:

- a. To count the votes which have been set aside;
- b. Not to count the votes which have been set aside; or
- c. If the election should be conducted again.
- d. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

9. The ballots and voter sign-up sheets shall be retained for one year after the election.

#### **K. Observers**

1. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.

2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

#### **L. Challenge Procedure**

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.

2. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

The notification must:

- a. Specify which requirement has been violated.
- b. Include evidence, insofar as possible.
- c. List names and addresses of parties who can give evidence.

1. Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation to determine whether:

- a. The challenge alleges a violation of the unit's election requirement
- b. The challenge is supported by the appropriate documentation
- c. More information is needed: in which case the information will be obtained via the most feasible method.
- d. The alleged violation may have affected the outcome of the election.

4. The elections committee shall submit a report including issues and recommendations to the Chapter President and the chapter executive board. The Governance board shall act on the report immediately at its first opportunity.

5. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.

6. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly shall be followed as in the CTA Elections Manual.

## **SR 2 INITIATIVE, REFERENDUM, AND RECALL PROCEDURES**

### **A. Initiative Procedures**

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.

2. An active member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.

3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.

4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

5. The circulators shall present to the chapter president the petition(s) containing original signatures.

6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.

7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.

8. The chapter president shall cause a ballot to be furnished to the active members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.

9. Regular election procedures (e.g., election of officers) shall be followed including voting times.

10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## **B. Referendum Procedures**

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.

2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.

3. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.

4. Regular election procedures (e.g., election of officers) shall be followed including voting times.

5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## **C. Recall Procedures**

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.

2. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.

3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.

4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the active members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

### **SR 3 STANDING COMMITTEES**

- A. The standing Committees shall be: Grievance Resolution, Bylaws, Elections\_ Political Action, and Negotiations.
- B. Composition: All committees shall have at least three members, including the chairperson.
- C. Qualifications:
  1. A committee member shall: be an Active member as a requirement for service;
  2. No more than two members of the Executive Board may be on the same standing committee.
  3. Executive Board members shall not serve on more than one Standing Committee during their term of office.
- D. Term of Office shall continue until member resigns or removal by a majority vote of the Executive board.
- E. Vacancies: A vacancy exists in the case of death, resignation, dismissal, the inability to serve, or attendance record (missing ½ of meetings) which causes a hindrance to the committee;
  1. In the event of a vacancy for chairperson and committee members nominees shall be submitted by the President (with consent of the Executive Board); and
  2. Subject to ratification by the Representative Council requiring a majority vote.
- F. A quorum: for a committee meeting shall be a majority of the members.
- G. Meetings: All standings committees shall meet as many times as necessary during the school

year, and committee meetings shall be called by the Chairperson, by the majority of the committee members, or by the President.

H. Responsibilities of a committee shall be:

1. To set goals and plan programs for the committee with the concurrence of the Executive Board;
2. To study problems within their area of concern;
3. To take under advisement items referred by the Representative Council;
4. To make written recommendations for considerations by the Representative Council, and
5. To submit procedures for implementing the Bylaws pertaining to their specific responsibilities.

I. Responsibilities of a Chairperson shall be:

1. To call committee meetings;
2. To attend The Representative Council meetings;
3. To give reports to the Representative Council;
4. To participate in workshops;
5. To inform the First Vice-President of the committee's progress, and
6. To make suggestions for replacing committee members as needed.

J. Minutes: Each standing committee shall keep an accurate record of their proceedings of the meetings.

#### **SR 4 THE GRIEVANCE COMMITTEE:**

The specific responsibilities of this committee shall be:

A. To consider carefully the merits of each grievance and make recommendations to the Executive Board;

B. To provide representatives to assist members in processing a grievance;

C. To provide training for handling grievances;

D. To represent the Association at grievance proceedings whenever a member of the bargaining unit is processing a grievance without the assistance of the Association;

E. To give the same service and representation to a unit member who is not an Association member, except that such member shall pay either the unified dues for the year in which the grievance is processed or the pro-rata share of the cost of Arbitration, which never is less;

F. To evaluate the grievance polices and procedures and make recommendations to the Executive Board;

G. To make recommendations to the Executive Board regarding submission of grievance;

H. To make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs, and

I. To keep the executive Board informed regarding the operation of the grievance program.

## **SR 5 THE BYLAWS COMMITTEE**

The specific responsibilities of this committee shall be:

- A. To make recommendations relating to the Bylaws and the Rules of Order;
- B. To ensure that the policies, decisions and standing rules are in compliance with The Constitution and these Bylaws;

## **SR 6 THE ELECTION COMMITTEE**

The specific responsibilities of this committee shall be:

- A. To present time lines for elections to be held at the Sites, Segments and for the General Membership;
- B. To be responsible for the security of ballots; and
- C. To be responsible for the tallying and storage of ballots.

## **SR 7 THE POLITICAL ACTION COMMITTEE**

The specific responsibilities of this committee shall be:

- A. To know the law, and the procedures and rules set by Association for Better Citizenship in the funding of Candidates and issues;
- B. To present the platform and background of candidates seeking the Association's support for endorsement;
- C. To advise the Representative Council of political issues affecting the teaching profession;
- D. To receive Politics and Legislation, and to disseminate appropriately;
- E. To seek out legislators who are supportive of the causes of teachers, and
- F. To organize fund-raisers in the support of candidates and issues in accordance with the Representative Council.

## **SR 8 BARGAINING TEAM/NEGOTIATIONS COMMITTEE**

- A. The authority for directing the negotiating process on the behalf of the Association is vested in the Executive Board, subject to polices established by The Representative Council;
1. The chairperson of the Negotiations committee shall report the Committee's activities to the Executive board in such form and with such frequency as the Executive Board may require, and
  2. The Executive Board shall provide for the dissemination of information regarding negotiations and the activities of the Negotiations Committee to The Representative Council and the general membership.
  3. Composition: There shall be no more than five (5) members subject to approval and removal by 2/3 vote of executive board one of whom shall be designated as spokesperson by the team subject to

approval of the Executive Board. Of five members, no more than two may come from any one of the segments. Executive Board shall have the right to send observers and/or appoint the Past President as a team member.

B. Qualifications:

1. A committee member: shall be and remain an active member as a requirement for service;
2. Shall not be on more than one standing committee.
3. Shall be trained in the Interest-Based Problem-Solving model.

C. Appointments:

1. The president will appoint members with 2/3 approval of executive board
2. The other committee members shall be appointed by the President and ratified by the Executive Board requiring a majority vote and announced to the Representative Council; and
3. The committee may not take any action until its membership has been ratified by Rep Council.

D. Term of Office shall be for a minimum of one year, with the members automatically continuing until Executive Board places the issue on the agenda of Rep Council.

E. Vacancies: A vacancy exists in the case of death, resignation, dismissal or the inability to serve. In the event of a vacancy of a committee member or alternate, the President shall appoint a replacement requiring a majority vote of the Executive Board.

F. Quorum for a committee meeting shall be a majority of the members.

G. Meetings: This committee shall meet as many times as necessary during the school year, and committee meetings shall be called by the Chairperson, by a majority of the committee members, or by the President.

H. Responsibilities of a Spokesperson shall be:

1. To call committee meetings;
2. To attend the Representative Council meetings;
3. To give reports to the Executive Board and the Representative Council, and
4. To participate in workshops.

I. Responsibilities: The specific responsibilities shall be:

1. To prepare and tabulate surveys to determine interests for the contract.
2. To prepare the initial proposal and present it to the Executive Board for approval;
3. To have the power to negotiate after the interests have been developed by Executive Board with input from Rep Council and shall represent and bargain for the members.
4. To report to the Executive Board in such form and with such frequency as the Executive Board may require, and
5. To have the authority to reach and sign tentative agreements which are in the parameters set by the Executive Board.

J. Agreements reached between the Negotiation Committee and the School Board or its

representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Membership.

K. The Negotiation Committee does not have the power or authority to commit the membership to a course of action.

## **SR 9 SPECIAL COMMITTEES**

A. Composition: All special committees shall have at least three members, including a chairperson.

B. Qualifications: A committee member shall be and remain an active member as a requirement for service.

C. Appointment: The special committee members may be appointed by the Executive Board or at the directions of the Representative Council to the President or by a standing committee chairperson.

D. Term: The term of office shall start when the names are announced and shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner;

1. It ceases to exist as soon as the Council or appointed officer receives its final report, and

2. Special committees that have not reported cease to exist when the new officers assume their duties, July 1st.

E. Vacancies: exist in the case of death, resignation, dismissal or the inability to serve. The officer who appointed the original committee members shall name a replacement, and present the name to the Representative Council to be recorded in the minutes.

F. A quorum shall be a majority of the members.

G. Meetings: The special committee shall meet as many times as necessary, and the committee meetings shall be called by the chairperson, or by the appointed office.

H. Responsibilities:

1. The special committee shall have written charges in a specific area to work or study, and

2. The chairperson shall present the final report to the office in which the special committee originated.

## **SR 10 MEMBERSHIP MEETINGS**

After March 15, 1987, in order to participate, a Member's name must appear on the rolls the day it is called by the President.

## **SR 11 ROLL CALL**

An approved form shall be used for roll call (the Executive Board and the Representative Council). Each member should sign the register when he/she first arrives at the meeting.

## **SR 12 MINUTES**

The minutes of the Representative Council and the Executive Board will be ready for copying on the Monday following the meeting and made available to the members via E-mail, Jet Mail, posting, and

US Postal Mail.

### **SR 13 MAJOR FACTOR (2011)**

This chart shall be followed to determine the major factor of twenty active members:

<u>Number of Active Members</u>	<u>Number of Reps</u>
<u>10-30</u>	<u>1</u>
<u>31-50</u>	<u>2</u>
<u>51-70</u>	<u>3</u>
<u>71-90</u>	<u>4</u>

### **SR 14 REIMBURSEMENT**

A. Travel will be by private automobile whenever possible and practical taking distance, time, and number in the party into consideration. Reimbursement to the owner of the vehicle in the amount of \$.26 (cents) per mile will be made on the basis of vehicle capacity. Travel in a vehicle for the convenience of a member other than as stated above must have prior approval of the Executive Board to receive reimbursement. Authorized travel by commercial modes will be reimbursed at actual expense. If mixed modes of travel are necessary, reimbursement will be made at actual expense including parking. Necessary baggage handling will be reimbursed at \$1.00 per bag per handling, no receipt required.

B. Lodging will be reimbursed at actual expense. Double occupancy when practical is encouraged. Receipts for lodging expenses are mandatory.

C. Meals not included in the conference registration will be reimbursed with receipts, up to \$30.00 per day plus 15% gratuity broken down as follows: breakfast \$7.00, lunch \$7.00, dinner \$16.00. The per diem rate for meals without receipts is \$14.00 per day as follows: breakfast \$3.00, lunch \$3.00, dinner \$3.00, plus 15% gratuity.

D. Registration fees will be reimbursed at actual expense or paid in advance by Association check with reasonable lead time.

E. Cash advances for expenses may be authorized in special circumstances by the Executive Board but will be the exception rather than the rule.

### **SR 15 VOUCHERS**

A. Vouchers must be filled out correctly;

B. Vouchers must be signed by the member who is requesting refund; and

B. Voucher may have receipt(s) attached.

### **SR 16 SIGNATURE CHECKS**

Two officers (the Treasurer, the President and/or the First-Vice President) must sign all checks of the Association account.

## **SR 17 SCHOLARSHIPS**

- A. A member for the entire year/current term of employment.
- B. A graduate during year of application.
- C. Pursuing further education.
- D. Funds must be distributed within a two year period.
- E. Funds distributed upon enrollment in educational institution.
- F. Amount awarded shall be determined by Representative Council.