



ASSOCIATED CHAFFEY
TEACHERS

Standing Rules

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Standing Rules

I. Fiscal Year

A. The fiscal year of the Association shall commence on September 1 and end on August 31.

II. Adoption of Budget

A. Copies of the proposed budget shall be sent to members of the Representative Council at least ten (10) days prior to the meeting at which the budget is to be adopted.

III. Dues

A. The dues of each member of the Association shall be the sum of the ACT annual dues and the annual dues of the California Teachers Association and the National Education Association.

B. The annual membership dues for active members of the Associated Chaffey Teachers shall be an amount rounded to the nearest dollar and equal to no more than .75% of the base salary of the Chaffey Joint Union High School District Teacher Salary Schedule for the school year immediately preceding the Association membership year. The Executive Board of Directors shall review the dues amount annually. Any recommended adjustments shall be presented to the Representative Council no later than the April meeting of each year.

IV. Travel and Other expenses

A. The rules governing the control and payment of necessary expenses of Association officers, directors, employees, representatives on the State Council of Education and representatives on Service Center Council and such other persons as may be duly authorized to represent the Association from time to time shall be as follows:

1. The President of the Association shall be allowed \$150.00 per month during the term of office for incidental expenses. Actual expenses above this amount may be submitted to the Executive Board of Directors for approval. The President shall be allowed mileage reimbursement expense at the federal mileage rate allowance.
2. All members shall be allowed expenses for meetings upon submission of expense lists and receipts.
3. The CTA mileage allowance will be allowed. If more than one member attends, every effort should be made to travel together.
4. Coach airfare, transportation to and from terminals, and airport parking shall be paid when the Board of Directors authorizes travel.
5. CTA per diem will be paid for meals.
6. The Association will pay for the cost of a hotel room for travel beyond a radius of twenty-five minutes of the meeting place unless an early morning meeting follows a late evening meeting. Personal expenses (laundry, phone calls, valet, entertainment) shall not be allowed.
7. Any exception to the above rules shall be allowed only upon the approval of the Executive Board of Directors.

V. Representatives to Affiliated Associations

A. ELECTION. The CTA State Council Representative and NEA Delegates to the Representative Assembly shall be elected by a vote of the total ACT membership.

B. CTA State Council Duties:

1. Attend all meetings of all CTA councils and committees of which they he/she is are a member.
2. Report on CTA actions and decisions to the Executive Board of Directors, the Representative Council and/or the membership.
3. Represent the Association to the best of his/her their ability.
4. Serve a term as specified by CTA bylaws.
5. Represent the Association as directed by the Executive Board of Directors and/or Representative Council.
6. The number of local representatives to CTA State Council of Education shall be determined by CTA Representation Committee.

C. National Education Association Delegate Duties

1. Attend all meetings of the National Education Association Representative Assembly and all meetings of the California Caucus at the Representative Assembly.

2. Report on National Education Association actions and decisions to the Executive Board of Directors, the Representative Council and/or the membership.

3. Represent the Association to the best of his/her their ability.

4. Represent the Association as directed by the Executive Board of Directors and/or the Representative Council.

5. The term of office shall be three (3) years.

6. The number of local delegates to the NEA Representative Assembly shall be determined by CTA/NEA.

VI. Official Communication Tool

A. The official communication tool publication of the Association shall be our website chaffeyteachers.org

VII. Office of the Association

A. The Executive Board of Directors, upon approval of the Representative Council shall determine the location of the office of the Association, currently 3281 E. Guasti Rd. Suite 700 Ontario, CA 91761.

VIII. Audit

A. The accounts and other financial records of the Association shall be audited annually by an independent accountant or accounting firm, to be designated by the Board of Directors, currently Ybarra and Gillespie.

IX. Authorization of Delegates to Conventions

A. No person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless the Executive Board of Directors has approved such representation in advance.

B. The Executive Board of Directors shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association.

X. Qualification for Alternates

A. An alternate faculty representative must be a member of the Association.

B. No one may be an alternate faculty representative who is a member of the Representative Council by virtue of some other office.

XI. Annual Retirement Activity

A. The Association may honor annually the retiring officers of the Association and the incoming officers at a dinner or other appropriate function. In addition, the Association will may honor retiring active members at this dinner or other appropriate function. The Vice-President, or president's designee, will may act as host and officially chair the committee in charge of the activity.

XII. Associated Chaffey Teachers Retired Educators Scholarship Fund

A. Purpose: to honor retired educators who have shown exceptional dedication to Associated Chaffey Teachers.

- Maryellen Hill Scholarship Fund will award a scholarship to a deserving teacher employed by Chaffey Joint Union High School District who is seeking a credential or Masters in special education.
- Bill Pitts Scholarship Fund will award a scholarship to a deserving CJUHSD student who intends to become a STEM teacher.

- Future Minority Educator Scholarship Fund will award a scholarship to a deserving CJUHSD student who intends to pursue a career in Education.
- Vocational Education Scholarship will award a scholarship to a deserving CJUHSD student who intends to pursue a vocational career.
- Chaffey College Fund will award a scholarship to a deserving CJUHSD student who intends to attend Chaffey College.

B. Voluntary contributions from employees of the Chaffey Joint Union High School District and other friends of education will be accepted.

C. The amount of the scholarships shall be \$500.00.

XIII. Elections

A. No official body or officer of ACT may endorse any candidate for office as an official spokesperson for ACT. Any individual may endorse any candidate as an individual.

B. The district-wide election of officers of ACT (President, Vice-President, Secretary, and Treasurer) is to be held by the third week in March every other year. The term will begin on June 1st in the odd years for President and Secretary, and the term will begin on June 1st in the even years for Vice President and Treasurer. All campus elections for Directors and delegates to the Representative Council will be held concurrently by the third week in April every other year prior to the two (2) year term that will begin in the odd numbered years. Vacancies in or additions to a Representative Council that occur throughout the year shall be duly elected if they are to serve as voting members of Rep Council, or if approved by a vote of the remaining Representatives from that campus they may serve, but will not be a voting member of Rep Council. Persons removed from a Representative Council position shall not be eligible for appointment to a representative position. They shall become eligible at the next general election for Representative Council Representatives. Unit members shall be notified of a vacancy and be given at least five (5) days to submit their names in writing to the Campus Director. Campus elections will use the accompanying ballot format. Any candidate for Representative Council may be considered for Campus Director. In this manner, no one running for Campus Director shall be excluded from serving on the Representative Council.

1. Electronic Flyer

A. Candidates may create an electronic flyer that will be no more than one side of one page and no larger than 8 and ½ inches by 11 inches. The flyer can be in either black-and-white or in color. The flyer may not contain a link to any video or website because changes made after the flyer has been submitted and approved by the elections chair cannot be verified as to continuing to meet the campaign guidelines. Candidates are required to produce and supply all of their own materials for their campaign flyer.

B. The flyer must be received by the ACT Office by the time and date listed within the current election's timeline. This will ensure for inclusion on the ACT Website for dissemination to the membership and to Rep Council.

2. Content of Materials

A. Your campaign flyer must include the following disclaimer, which must be verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of the ACT, CTA or NEA."

B. The use of any association logo shall not be allowed on campaign materials.

C. The content of the campaign flyer should include information about the candidate and may not include the name or information about other candidates.

D. Material printed in violation of the campaign procedures section will be pulled by the ACT Elections Committee and distribution will cease until materials are corrected.

3. Distribution of Campaign Materials

A. All district-wide candidates will have the opportunity to distribute their campaign flyer in a printed form at a designated Rep Council Meeting, when these meetings are virtual, candidates may be permitted to share their digital flyer during the meeting. If a candidate cannot attend the designated Rep Council Meeting the candidate or designee may submit the materials to the election chair to make sure the materials are available at the meeting.

B. All district-wide candidates will have the opportunity to make a one-minute speech at a designated Rep Council Meeting. This speech may be a pre-recorded video.

C. Election flyers, when submitted on-time, will be posted on the ACT Website for member access.

4. Campaign complaints must be filed by the complaining party with the ACT Elections Chairperson within 48 hours of becoming aware of the violation to be considered by the ACT Elections Committee. The complaint must be submitted prior to the election. Once the election has been held, a challenge must be filed.

5. Requesting Active Membership Information

Candidates may request a list from the ACT Office of the names and site work address for all active members for the purposes of campaigning. from the ACT Office.

6. Candidates are solely responsible for the campaigning that they do. No Association funds or facilities may be used for candidates campaigning for any office. Campaigning is not considered Association business.

7. The following procedures shall be followed in the district wide election:

a. For paper-ballot elections:

I. The polling place on each campus shall be located at a central and convenient location, as determined by each Campus Director.

II. The polls will open fifteen (15) minutes before the school day and close fifteen (15) minutes after the school day. Valley View/District polls will close at 3:35 pm.

III. .Volunteers, who are in good standing as members of the association, named by the Election Committee member or Campus Director shall staff the polling places throughout the day.

IV. Ballots and membership lists must be secured from the ACT office. The Campus Director or Election Committee member will count the number of ballots needed for the membership on that campus and sign a form indicating that number. This form will be turned in before leaving the ACT office. All used and unused ballots must be returned to the ACT office. The ballots may not be duplicated. If additional ballots are needed, contact the ACT office.

V. Members will sign for their ballot and cast their vote in a reasonably private place. The number of ballots cast must be equal to or less than the number of signatures.

VI. No campaigning shall be permitted at the polling place.

VII. Tally sheets will be filled out at the site for the number of ballots and signatures only. Ballots for district wide positions shall be counted at the ACT office, or alternate central location as necessary when approved by the Executive Board, to determine the winner.

VIII. For local office and state council elections, if a candidate does not receive a majority vote, a run-off election will be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled. There will be no provisions for write-in candidates in run-off elections.

IX. The Campus Election Committee will certify the election by counting the ballots and signatures and filling out the tally sheet. They will then forward the ballots to the ACT office that day to certify the official results for publication.

X. .After At 4:00pm on the day of the election, the Election Committee will open and tally any sealed ballots (absentee and other). The privacy of these ballots shall be preserved. The general tally will begin as results are brought in from each campus. Election results will be announced immediately following tabulation.

b. For online Elections

I. All members will have the opportunity to vote via a link sent to their email.

II. Members may request a paper ballot.

III. The poll will be open online for a period of time from 3 to 5 days, as determined in the election timeline.

IV. After the election window has closed, the ACT Election Chair and Committee will verify the certification of the election results and manage any sealed paper ballots that may have been submitted. The privacy of these ballots will be preserved.

V. For local office and state council elections, if a candidate does not receive a majority vote, a run-off election will be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled. There will be no provisions for write-in candidates in run-off elections.

VI. Election results will be announced no later than 5 days following the verification of certified results.

D. Absentee Balloting Procedure

I. Members expecting to be absent on the day of the election may, in accordance with the election timeline, at least one week prior to the election, request that ACT mail them an absentee ballot.

II. The absentee ballot shall include a ballot, an envelope with a signature line stamped across the flap, a pre-addressed and pre-stamped envelope and an explanation of the balloting procedure.

III. The marked ballot shall be sealed in the envelope with the signature line stamped across the flap. The voter shall sign across the seal.

IV. The signed envelope shall be placed in the preaddressed, pre-stamped envelope and mailed.

E. Campus Elections

I. Applicable Procedures from Standing Rules regarding elections will apply.

II. Tabulation for campus positions shall begin after the polling place closes. Tally sheets will be filled out for the number of ballots, signatures and votes. (For online elections, this procedure will not be necessary.)

III. The Campus Election Committee will certify the results, email them to the members on their campus, post them on the ACT bulletin board on the campus and, forward the results to the ACT office immediately thereafter. (For online elections, the ACT Elections Chairperson will manage these procedures.)

IV. The ballots and tally sheets will be saved for one year by the Campus Director.

XIV. Committees

A. Bargaining Committee

1. The bargaining committee shall consist of the members appointed to the bargaining team by the ACT President (ACT By Laws XI Letter B) and volunteers from each campus. The chair of the bargaining team or president's designee as approved by the Executive Board, shall also serve as the bargaining committee chair. Prior to the commencement of the bargaining committee meetings, volunteers from each campus shall be added to the committee. If the list of members who volunteer to participate exceed the number needed on the committee, the President shall submit to the Executive Board of Directors and the Representative Council a list of candidates for the Bargaining Committee for approval.
2. The Executive Board of Directors shall, with the approval of the Representative Council, fill vacancies created by resignations or temporary inability to serve.
3. The Executive Board of Directors, by two-thirds (2/3) majority, may recommend removal of a member of the bargaining committee and appoint a replacement. This action must be ratified by a simple majority of the Representative Council.
4. Bargaining Committee members shall serve for a period of one year and may be appointed to succeed themselves.
5. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board of Directors, subject to policies established by the Association Representative Council.

6. The Bargaining Committee Chairperson shall report the activities of the Bargaining Committee to the Executive Board of Directors in such form and with such frequency as the Board of Directors may require.

7. The Executive Board of Directors shall provide for the dissemination of information regarding activities of the Bargaining Committee to the Representative Council and the general membership.

8. The Bargaining Team members are appointed by the president, in accordance with our ACT By-Laws, and are to be selected from the members who have previously served on of the Bargaining Committee and who have training in CTA/NEA Negotiations and Finance or training as approved by the Executive Board.

a. The Bargaining Team may request any member of the Association to serve them in a consultative capacity.

b. The Bargaining Team may utilize additional expert consultants as deemed appropriate. except that The expenditures for paid counsel shall be subject to approval by the Executive Board of Directors

B, Election Committee

1. The Election Committee shall function in accordance with current CTA Election Standing Rules

C. Grievance Committee

1. The President, with the approval of the Executive Board of Directors, shall appoint the members of the Grievance Committee and fill vacancies created by resignation or temporary inability to serve.

2. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing. These procedures shall include, but not be limited to:

- a. Provide for representation to assist all members of the bargaining unit in processing grievances if requested.
- b. Training for handling grievances.
- c. Evaluation of the Association's grievance policies and procedures.

3. Grievance Committee members shall serve for a period of one year and may be appointed to succeed themselves.

D. Membership Committee

1. The members of this committee shall be appointed for two-year terms, one half the membership to be appointed each year. The President, with approval of the Executive Board of Directors, shall appoint the committee chair.

2. This committee shall plan and conduct the membership campaign.

E. Political Action Committee

1.Purpose: The Committee ACT/PAC is established for the following purposes:

a. To inform ACT members of candidates who will be seeking office as Governing Board members.

b. To serve as a voluntary funding structure through which ACT members may give direct and indirect financial contributions to support or oppose such local candidates for Governing Board as deemed worthy of support (or opposition) from the standpoint of educational issues and without regard to partisan consideration.

c. It is the intent of ACT/PAC to work in a cooperative manner with the California Teachers Association (CTA) and the National Education Association (NEA).

2.Any ACT member may be appointed by the President to be on the ACT/PAC Committee and may serve with the approval of the ACT Executive Board of Directors.

3.The ACT Board of Directors shall be the Board of Directors of the ACT/PAC and members of the committee.

4.The Chairperson will call meetings when there is business to conduct. All members will be notified in advance of meeting.

5. Officers

a. The officers of ACT/PAC shall be a Chairperson and a Treasurer (or a Chairperson/Treasurer).

b. The ACT Executive Board, with the approval of the Representative Council, will appoint the officers.

c. The term of office will be for one (1) year.

6. Funding

a. Funds may be used to support candidates for the Chaffey Joint Union High School District School Board endorsed by the ACT/PAC.

b. Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose as judged by the ACT Executive Board of Directors.

i. The Chairperson and the Treasurer may spend amounts up to \$200.00 without previous authorization of the ACT/PAC Board. Reports of these expenditures will be made to the Board on a regular basis.

ii. Amounts over \$200.00 may only be spent with prior approval of the ACT/PAC Board.

iii. Funds approved as line items in a budget that has been approved by the ACT/PAC Board may be spent without additional approval. These expenditures will be included in the regular reports to the Executive Board and ACT Representative Council.

c. No amount of funding or support in kind can be given to support or oppose a local or state initiative or ballot measure, or to support or oppose any city, county, or Community College Board candidate.

d. An amount up to of \$2.00 per ACT member per month will be placed in an ACT/PAC account from current local dues unless the member states in writing that he/she does not want this done. These monies will remain segregated from the general membership account. Actual amounts shall be adjusted by the Executive Board and ACT Representative Council to reflect the need of ACT/PAC.

7. Endorsement Procedures

a. ACT will endorse candidates and office holders only if ACT/PAC and the Representative Council take action.

b. ACT/PAC may endorse a candidate for school board after a thorough process in which:

i. All incumbents are evaluated as to their contribution to the welfare of students and teachers of the Chaffey Joint Union High School District and to public education.

ii. All candidates are evaluated as to their positions on important issues facing public education and to the willingness to work with ACT.

c. Recommendations and endorsements are made by the ACT/PAC Board and ratified by the ACT Representative Council.

d. Early endorsement is permitted for incumbents who meet the above criteria

8. No funds or support in kind may be spent on non-endorsed candidates.

9. The President may issue endorsement letters or statements of endorsement with reasons for the endorsement for purposes of press releases or member education after the approval of the Representative Council.

A.POLITICAL INVOLVEMENT COMMITTEE

1. The members of this committee shall be appointed for a one-year term. Members may be reappointed. The Chairperson may be the ACT/PAC chair. The President, with approval of the Executive Board, shall appoint the committee chair and members.

2. The Political Involvement Committee shall:

a. Study all legislation and political matters in the district, city, county, state, and the nation relating to the interest of education in general and to the welfare of pupils and teachers in particular.

b. Report to the Executive Board of Directors and/or the Representative Council all legislative and political matters of importance.

c. Advise the general membership and make recommendations for actions concerning pending legislation and/or political matters.

d. Interview candidates for political office and make recommendations for endorsement.

G. Public Relations Committee

1. The members of this committee shall be appointed for two-year terms, one half to be appointed each year. The President, subject to the approval of the Executive Board of Directors, shall appoint the chairperson.

2. The Public Relations Committee shall:

a. Secure advantageous publicity for the activities of the Association

b. Maintain and strengthen communications within the Association and between the Association and other organized groups in the community.

c. Communicate the interest of the Association and of the teachers to the public.

d. Regularly issue an official publication of the Association, in which there may be included a summary of the official acts of the Representative Council. The official communication tool publication of the Association shall be the ACT website chaffeyteachers.org. known as ACT NOW.

e. Secure approval of all publications from the President.

H. Community Outreach and Organizing Committee

1. The President, with the approval of the Executive Board of Directors, shall appoint the members of the Community Outreach/organizing Committee and fill vacancies created by resignation or temporary inability to serve.

2. This committee will only be formed and serve in years where there is a particular need as deemed by the Executive Board.

I. Equity Committee

1. The members of this committee shall be appointed for a one-year term. Members may be reappointed. The Chairperson may be the At Large Director. Members of this committee may be the at large reps from each campus. The President, with approval of the Executive Board, shall appoint the committee chair and members.

2. The composition of the members of the Equity Committee will consist of the following CTA recognized caucus groups: African American, American Indian/Alaska Native, Hispanic, Pacific Asian American, Women and LGBTQ+.

3. The purpose of the Committee shall include but not be limited to the following:

- a. Monitor minority representation within Associated Chaffey Teachers and CJUHSD to ensure that there are lateral and upward mobility opportunities in leadership;
- b. Provide additional minority input on ACT and CJUHSD programs and activities;
- c. Make specific recommendations to ACT and CJUHSD for continuing minority input to the school sites;
- d. Work towards an Association that is a balanced, all-inclusive team that communicates with, involves and empowers its equity-minded members;
- e. Develop activities and programs that will assist in the recruitment and retention of minority teachers
- f. Assess the needs of minority teachers using a variety of approaches in order to identify issues and concerns;
- g. Identify minority Community-Based Organizations to use as a resource in building community outreach/political activities;
- h. Meet with site At-Large reps in order to promote minority involvement;
- i. Promote minority attendance at CTA/NEA conferences and training;
- j. Monitor and encourage minority participation at the NEA Representative Assembly as well as at the local and State Council levels.

XV. Order of Business

1. Call to order
 - a. Roll Call
 - b. Seating of Alternates
2. Approval of agenda
3. Presentation and approval of minutes
4. Reports and announcements
 - a. President
 - b. Treasurer
 - c. Membership
 - d. Committees
 - e. State Council
5. Old Business
6. New Business
 - New Business Items in Rep Council meetings must be submitted by 12 noon on the Thursday prior to the Tuesday meeting.
7. Campus Director Reports
8. Announcements
9. Adjournment

XVI. Officer Standing Rules

1. President

a. Maintain office hours by appointment or as needed Monday-Friday (9:00-5:00) at the Association Office

b. Attend all Board of Directors and Rep Council meetings

c. Attend quarterly Service Center One Council meetings and Service Center presidents' meetings, San Bernardino County Coalition president meetings.

d. Attend CTA, NEA conferences as directed (Service Center One Leadership Conference, Region III Leadership Conference, Equity and Human Rights Conference, Issues Conference, GLBT Issues Conference, Summer Institute, President's Conference, NCUEA and other conferences as requested.)

e. Create and sign Memorandums of Understanding (MOUs) reached with the district in consultation with the Executive Board.

2. Vice-President

- a. Maintain office hours Monday-Thursday afternoons by appointment or as needed (3:30-5:00) at the Association office.
- b. Attend all Board of Directors and Rep Council meetings.
- c. Attend CTA, NEA, and Service Center trainings and conferences as directed.
- d. Be available to attend weekly ACT Officers' meetings as needed.

3. Secretary

- a. Be available to attend weekly ACT Officers' meetings as needed.
- b. Attend all Board of Directors and Rep Council meetings and record minutes.
- c. Be available as needed to sign Association checks.
- d. Attend CTA, NEA, and Service Center trainings and conferences as directed.

4. Treasurer

- a. Be available to attend weekly ACT Officers' meetings as needed.
- b. Attend all Board of Directors and Rep Council meetings.
- c. Maintain weekly office hours to complete all receipts, expenditures, bank reconciliation, maintain computerized financial records file, payroll and financial reports.
- d. Attend CTA and/or Service Center One Treasurer Trainings
- e. Be available during June and July to pay bills and collect mail.

Balloting Format: Sample Form A

OFFICIAL BALLOT
ACT OFFICERS ELECTION
DATE _____

VOTE FOR ONE

PRESIDENT

.. _____ CANDIDATE A
.. _____ CANDIDATE B
.. _____ WRITE-IN

VOTE FOR ONE

VICE-PRESIDENT

.. _____ CANDIDATE A
.. _____ CANDIDATE B
.. _____ WRITE-IN

VOTE FOR ONE

SECRETARY

.. _____ CANDIDATE A
.. _____ CANDIDATE B
.. _____ WRITE-IN

VOTE FOR ONE

TREASURER

.. _____ CANDIDATE A
.. _____ CANDIDATE B
.. _____ WRITE-IN

Return this ballot to the ballot box no later than fifteen (15) minutes after the close of the school day

Balloting Format: Sample B - Assume 30 Unit Members

OFFICIAL BALLOT
ACT CAMPUS ELECTION
NAME OF SCHOOL _____
DATE _____

Instructions:

Vote for one Director.

.. _____ Candidate 1
.. _____ Candidate 2
.. _____ Candidate 3
.. _____ Write-In

Instructions:

Vote for no more than three Representatives

.. _____ Candidate A
.. _____ Candidate B
.. _____ Candidate C
.. _____ Candidate D
.. _____ Candidate E
.. _____ Write-In

Note: In the likely event that the Director-elect is also elected as a Campus Representative, that person must select which position he/she wishes to retain and the person receiving the next most votes in the unselected position will fill the position.

Return this ballot to the ballot box no later than fifteen (15) minutes after the close of the school day.

ASSOCIATED CHAFFEY TEACHERS/CTA/NEA ELECTION CHALLENGE FORM

Your Name _____

Home Phone _____

Mailing Address _____

School site _____

School Phone _____

Election _____ Date _____

Specify which election requirement(s) have been violated, and include evidence, insofar as possible. List names and address of parties who can give evidence. (Use back of this form if more space is needed)

Would the alleged violation have affected the outcome of the election? Explain. (Use back of this form if more space is needed)