

CONSTITUTION AND BY-LAWS OF THE LA MESA-SPRING VALLEY TEACHERS ASSOCIATION

CONSTITUTION - PREAMBLE

We, the educators of the La Mesa-Spring Valley School District, in order to promote higher professional standards, and desiring to strengthen and serve the cause of education, do hereby associate ourselves in an organization known as the La Mesa-Spring Valley Teachers Association/California Teachers Association/National Education Association.

ARTICLE I - NAME

- A. The name of the Association is La Mesa-Spring Valley Teachers Association/CTA/NEA, Inc., hereafter referred to as the Association. The principal office for the transaction of business of this corporation is located in the County of San Diego, State of California.

ARTICLE II - PURPOSE

Supplementary to the purposes stated in the Articles of Incorporation of the Association, 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 of professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To raise the standards for education support professionals;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community;
- H. To foster good fellowship among members;
- I. To strengthen and unify the teaching profession;
- J. To hold property and funds.
- K. To employ a staff for the attainment of these purposes.

ARTICLE III - AFFILIATION

- A. The Association shall be a chartered chapter of the California Teachers Association.
- B. The Association shall be an affiliated local association of the National Education Association.

ARTICLE IV - MEMBERSHIP

- A. **Categories of Membership.** There shall be categories of membership in the Association of Active and Associate.
 - 1. **Category One**
For those faculty or substitutes whose teaching assignment is more than 60% of a normal assignment except for faculty employed as pre-school, head start and child care teachers whose salaries are less than the minimum teacher salary in the

La Mesa-Spring Valley district.

2. **Category Two**

For those faculty or substitutes whose teaching assignment is greater than 1/3 but not more than 60% of a normal assignment, or faculty employed as pre-school, head start or child care teachers whose salary is the La Mesa-Spring Valley district is less than the minimum salary paid regular teachers in the La Mesa-Spring Valley School District.

3. **Category Three**

For those faculty or substitutes whose teaching assignment is 1/3 or less than a normal assignment.

**The terms "faculty and substitute" includes all eligible certificated employees.

4. **Classes of membership other than Active:**

a. **CTA Associate**

Administrative and supervisory personnel who have been excluded from active membership.

b. **CTA Retired Life**

A qualified applicant for or recipient of service disability retirement allowances from a public or private retirement system and has been a member of the Association, or if currently a member of the California Retired Teachers Association.

- B. 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 La Mesa-Spring Valley 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.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.
- D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- E. Active member 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
- F. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- G. Active members shall adhere to The Code of Ethics of the Education Profession.
- H. The right 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.
- I. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- J. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.
- K. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.
- L. Exclusion - No person who is currently serving as a representative for a public school employer in meet and confer sessions or negotiations with representatives of certificated employee organizations shall be eligible for active membership in the Association.

M. Affirmative Action Statement

1. No persons qualifying under Article I (Section 1.1, 1.2) shall be denied membership because of race, age, creed, color, physical handicap, or sexual orientation.
2. Any person(s) employed by the Association shall be hired or terminated solely on the basis of qualifications of the prescribed position(s). Openings for any such position(s) shall be publicly announced by the Board of Directors and state that the Association is an equal opportunities employer.
3. The Association shall strive in its business, outside of the Chapter, to purchase materials only from those companies having affirmative action programs.
4. The Association shall strive for proportionate ethnic-minority representation in so far as possible.

ARTICLE V - DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues lever for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the active membership of the Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, than that person's membership shall be considered delinquent and the name dropped from the rolls.
- E. Membership may be terminated as follows:
 1. Active membership in the Association shall automatically terminate upon the date that a member ceases to be employed by the District.
 2. After due process and proper investigation the Board of Directors may, by a two-thirds vote by secret ballot, for flagrant or continued violation of recognized professional standards, including the NEA Code of Ethics, terminate membership in the Association. If requested, a hearing may be held before the Representative Council with the rights of representation. The Rep Council may recommend to the California Teachers Association membership, and may recommend to the Board of Directors termination of National Education Association membership.

ARTICLE VI - POLICY MAKING BODY

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 1. Executive Board
 2. Faculty Representatives elected at each site on the basis of one-person one-vote.
- C. The additional representatives shall:
 1. Not be voting members unless elected at large.
 2. If any member of the Association who holds elective or appointive office in the CTA

- or in the NEA may be appointed a member of this Council, by action of the Board of Directors. Those members not elected at large shall be non-voting members.
3. Be all Standing Committee Chairpersons. Those members not elected at large shall be non-voting members.
 4. Be elected at large for one counseling representative.
- D. The Representative Council shall:
1. Establish Association policies and objectives;
 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 4. Establish the dues of the Association.
- E. The Representative Council shall meet at least once during each full school month; the number, place and time of meetings to be decided by the Executive Board.
- F. 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 Active membership.
- G. 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.
- H. Notices and 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.
- I. 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.
- J. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
- K. Members of the Representative Council shall serve a term of 2 year(s).
1. Except for the CTA state council representatives whose terms are set by CTA.
- L. QUALIFICATIONS: Any member of the Association assigned to service in the District shall be eligible for election as a Council Member. No person shall fail to qualify because of race, age, creed, color, physical handicap, or sex orientation. The Association will strive to include ethnic minority representation in approximate proportion to their numbers.

ARTICLE VII - FACULTY/SITE/SITE UNIT REPRESENTATIVE

- A. Faculty/Site/Site Unit 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.
- B. Each faculty/site/site unit shall be entitled to at least one representative and shall have one representative for each 20 Active members on the faculty, or major fraction thereof.
- C. Active members who are not represented through an individual school faculty group shall be counted as a special faculty/site/site unit 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 replacements.
- E. Faculty/Site/Site Unit Representatives shall:
 1. Conduct constant ongoing liaison between the Representative Council and the Active members of the faculty/site unit and attend each meeting of the Council or provide an alternate in accordance with the procedures in these By-laws and Standing Rules;
 2. Serve as the official channel through which written communications and publications

- can be easily and quickly transmitted between the Association and the members, hold regular site meetings and post minutes;
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.
- F. A Faculty/Site/Site Unit Representative may not conduct an election in which he/she is a candidate.
- G. Inability to serve shall include, but not be limited to:
1. Termination of membership in the Association or absence from two consecutive meetings of the Council without proper excuse or communication to the Association office.
 2. Change in assignment from the site where the rep was elected.
- H. In the event of a Council Member's temporary inability to serve, the site members or Representative shall appoint an alternate to fulfill the duties of the Council Member during his/her absence from Council meetings. Notification of any alternate must be made to the Area Coordinator or Association Office, prior to each Council meeting the alternate is to attend.
- I. CTA State Council Representative(s):
1. To represent Associations at CTA State Council meetings; to attend Service Center Council meetings; to facilitate communication among State Council, Service Center Council and the Association; to work directly with the Association President in communications with members of an area.
- J. NEA-RA-Representative(s):
1. To represent the Association at NEA Convention; to facilitate communication between NEA and the Association.

ARTICLE VIII - OFFICERS

- A. **COMPOSITION.** The officers of the Association shall be a president, a president-elect (see Article VIII, G), a vice president, a recording secretary, and a treasurer. All shall be elected as provided in the standing rules.
- B. The officers of the Association shall receive a stipend in an amount approved by the Board of Directors and consistent with the IRS and PERB guidelines. In addition to the stipend, the President shall be reimbursed for expenses after receipts are presented, as provided in the standing rules.
- C. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- D. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- E. Except in the case of a President-elect, officers shall be elected for a term of 2 year(s), commencing on June 1 of any calendar year.
1. **NOMINATION.** The procedure for nomination and election of officers shall be as provided in the Standing Rules and shall include the following alternate means of nomination;
 2. Petition signed by twenty-five members of the Association;
 3. Nominations and Elections Committee;

4. Nomination from the floor of the Representative Council;
 5. Any active member, at his/her request, shall have his/her name placed on the ballot for an office of the Association.
- F. In an attempt to maintain continuity, the following election schedule will be adhered to commencing with the 2010-2011 school year.
1. The Vice President, Treasurer, Support Services Representative, Area II Representative, and Area IV Representative shall be elected in even years.
 2. The President, Secretary, Area I Representative, and Area III Representative shall be elected in odd years.
 3. When Council has approved the position of President-elect, that elections shall occur one year prior to the regularly scheduled election of President and the individual will serve a three-year term.
- G. A person running for President shall serve as President-elect under the following terms and conditions.
1. The sitting President has served for at least 5 years and has given one year's notice of intent to, at the conclusion of his or her existing term, vacate office.
 2. Representative Council approves the election of a President elect.
 3. The President-elect shall serve a 3-year term.
 4. The first year of the President-elect's term shall be served in conjunction with the President, as a mentoree, as directed by the Representative Council.
 5. The distribution of release time between the President and President-elect, shall be determined by the Board of Directors.
 6. The President-elect and sitting President shall split equally the President's stipend during the first year of the President-elect's term (see standing rules).
- H. 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 Vice-President shall assume the office (except in the case where there is a President-elect). In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
1. It shall be the responsibility of the Board of Directors to declare an office vacant.
 2. In the event a vacancy for an office on the Board of Directors exists subsequent to the established election date (Standing Rule 20), excluding the office of President, with less than 12 months remaining on the term of office, the Board of Directors shall be empowered to appoint an officer(s) to fill the vacancy.
 3. In the event a vacancy for an office of the Board of Directors exists subsequent to the established election date and the remaining term of that vacancy is greater than 12 months, an election to fill the vacancy.
 4. In the event a vacancy is declared to exist in the office of president, the next ranking officer shall automatically become the President for the remainder of the unexpired term.
- I. The President shall:
1. Be the chief executive officer of the Association and its policy leader,
 2. Preside at all meetings of the Association, the Representative Council and Executive Board;
 3. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
 4. Serve as spokesperson for the Association and be responsible for work and progress

- of the Association and to perform other functions usually attributed to this office.
 5. Be familiar with the governance documents of the Association, CTA, and NEA;
 6. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
 7. Call meetings of the Association, Representative Council and the Executive Board;
 8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
 9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 10. President or his/her alternate shall attend Service Center Council meetings and UEP meetings as directed by the membership; and
 11. Attend other CTA/NEA meetings as directed by the Representative Council.
 12. Serve as ex officio member of all committees, except as otherwise provided in these By-laws and Standing Rules.
 13. Appoint special committees when needed.
 14. Co-sign with the Treasurer checks drawn on the funds of the Association.
 15. Crisis or emergency meetings of the general membership may be called at the discretion of the President.
 16. Serve as advisor to the Board of Directors and Representative Council in matters of public relations and programs.
 17. Mentor the President-elect for one year.
- J. The President-elect shall:
1. Serve in conjunction with the President, as a mentoree, as directed by the Representative Council;
 2. Assume the duties of the President in the absence of the President;
 3. Be present for all business of the Association.
- K. The Vice-President shall:
1. Serve as assistant to the President in all duties of the President;
 2. Assume to duties of the President in the absence of the President (except when there is a President-elect);
 3. Be responsible for the formation and distribution of the Association's calendar of activities; and
 4. Serve as coordinator of committee activities at the direction of the President. To coordinate the activities of Standing Committees' Chairpersons, and to keep the President informed of all committee activities.
 5. Officially represent the Association at meetings of the La Mesa-Spring Valley Board of Education and to report the results of such meetings to the Board of Directors and the Representative Council. To digitally record said meetings and deliver to the association digital records of each meeting. Equipment for this task will be provided by the association.
 6. Perform other duties as may be directed by the Board of Directors or the Representative Council.
 7. Plan, coordinate and implement activities related to membership recruitment. To plan and coordinate events for the Day of the Teacher. To Chair the Social Committee of the Association.
 8. Officially represent the Association at meetings of the La Mesa-Spring Valley School District DSC, PTA and DAC.

- L. The 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 with such a record to be open to the inspection of any member of the Association;
 - 2. 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 of the Association and of all committees; and
 - 3. Keep an accurate roster of the membership of the Association and of all committees;
 - 4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
 - 5. To maintain a record of all elected and appointed representatives and committee members and their respective terms of office and to notify the Nominations and Elections Committee prior to nominations of those whose term expire.
- M. 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. Provide a written financial report for each regular meeting of the Representative Council and Executive Board. To supervise and maintain a detailed record of all receipts and expenditures of the Association and to present this information in a monthly report to the Board of Directors and Representative Council;
 - 4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
 - 5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
 - 6. To serve as an ex officio member of the Membership Committee.
 - 7. To determine and announce to the general membership annual dues as set forth in the Standing Rules.
 - 8. To issue and co-sign with the President, all checks drawn on the funds of the Association in accordance with the standing rules, policies and procedures of the Board of Directors and the Representative Council.
 - 9. To collect and deposit in a financial institution designated by the Board of Directors all funds received by the belonging to the Association.
 - 10. To perform such other duties as may be directed by the Board of Directors or the Representative Council.
 - 11. To insure that all tax liabilities are met.

ARTICLE IX - EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers and 5 members elected at large from the Active membership, as long as this complies with the "one-person, one-vote" rule. A member representing each area of the District (referred to as Area Coordinator), and a representative of Support Services shall be elected at large. The Bargaining Chair and Grievance Chair shall sit as ex officio, non-voting members of this board.
- 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. No person shall fail to qualify because of race, age, creed, color, physical handicap or sex orientation. The Association will strive to include ethnic minority representation in approximate

- proportion to their members.
- C. The at -large members of the Executive Board shall be elected with open nominations and by secret ballot.
 - D. The at-large members of the Executive Board shall be elected for a term of 2 year(s), commencing on June 1 of any calendar year.
 - E. Vacancies in the position of at-large members 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 Bargaining Chair and the Grievance Chair shall sit as non-voting members of the Board.
 - G. The Executive Board shall meet prior to 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.
 - H. The duties and the responsibilities of the Executive Board are:
 - 1. Coordinate the activities of the Association;
 - 2. Act for the Representative Council when school is not in session;
 - 3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
 - 4. Approve appointment and removal of bargaining team members;
 - 5. Recommend a budget for the Association to the Representative Council.
 - a. Direct the preparation of the financial budget, supervise receipts and expenditures, and establish proper procedures for safekeeping and accounting of all funds of the Association;
 - 6. Approve all appointments to committees, including chairpersons;
 - 7. Adopt the Standing Rules for the Association;
 - 8. Adopt grievance procedures;
 - 9. Direct the grievance activities of the Association; and
 - 10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these by-laws, subject to any restrictions that may be imposed by the Representative Council.
 - 11. Exercise all of the corporate powers of the Association and supervise its business and affairs subject to the limitations of law and these by-laws.
 - 12. Appoint and remove staff and other employees of the Association, determine their qualifications, fix their compensation, describe their duties, and require such agreements and bonds as deemed necessary to insure faithful service.
 - 13. Authorize the execution of contracts and other agreements necessary to the efficient management of the business of the Association.
 - 14. Recommend the amount of the association dues to the Representative Council.
 - 15. Establish policies governing the administrative services and publications of the Association.
 - 16. Recommend for the approval of the Representative Council the Standing Rules of the Association and amendments thereto.
 - I. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

ARTICLE X - MEETING 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 Active 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, or percentage of the Active membership.

ARTICLE XI - BARGAINING TEAM

- A. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board. No more than six (6) members of the Bargaining Team, to include such alternates, as the Board of Directors deems necessary, shall be appointed. Consultants groups from support services or other identified groups will be formed to consult with the negotiations team as needed.
- 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 Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
- E. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- F. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- G. 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 Active membership.
- H. 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 Active members in that unit.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. 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 Active membership.
- K. The Bargaining Team Chairperson shall report the activities of the team to the Board of Directors in such form and with such frequency as the Board of Directors may require. During contract negotiations, reports shall be given at each Board of Directors meeting.
- L. The Board of Directors shall provide for the dissemination of information, regarding bargaining and the activities of the Bargaining Team, to the general unit membership.
- M. 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 agreement have been ratified by the members, unless such notification shall have been specifically waived or otherwise delegated by that membership.
- N. Contract ratification procedures shall be conducted by the Board of Directors.

ARTICLE XII - GRIEVANCE PROCESSING

- 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 representative 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.

ARTICLE XIII - NOMINATIONS AND ELECTIONS

The chapter president must provide Active members an opportunity to vote in all elections. Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
 - 1. Open nomination procedure;
 - 2. Secret ballot;
 - 3. All Active member vote;
 - 4. Record of voters receiving or casting ballots; and
 - 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 CTA/NEA guidelines. Chapter presidents do not have the option of deciding that such elections shall not be held. The NEA Local Delegate election is the only exception to the rule that the Chapter must provide Active members an opportunity to vote in all elections. The NEA-RA local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.
- F. The duties of the Elections Committee shall be to:
 - 1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 - 2. Establish election timelines;
 - 3. Develop and carry out timelines and procedures;
 - 4. Prepare ballots for elections of officers and such other elections as may be necessary;
 - 5. Count the ballots and certify the results; and
 - 6. Handle initial challenges.

ARTICLE XIV - COMMITTEES

- A. Committees, except as otherwise provided in this by-laws, 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. Committees and Task Forces of the Association perform investigative and research functions to assist the governing bodies of the Association, and may make recommendations to such

bodies. Specific duties of committees and task forces shall be contained in the Standing Rules or in the order authorizing the appointment of such committees or Task Forces.

- D. Standing Committees are appointed by and are advisory to the Council. They are designed to assist the Council in the accomplishment of, continuing objectives and programs of the Association.
 - 1. The composition, qualification for appointment, terms of office, specific powers and duties, and method of selection for each Standing Committee shall be provided in the Standing Rules.
 - 2. Special meetings of all Standing Committees may be called as deemed necessary by the Board of Directors, Council, or Committee Chairpersons.
 - 3. The following shall be Standing Committees of the Association:
 - a. Grievance and Contract Maintenance;
 - b. Nominations and Elections;
 - c. Curriculum Communications;
 - d. Membership;
 - e. Political Action;
 - f. Superintendent Communications;
 - g. Insurance/benefits/wellness;
 - h. Human Rights.
- E. Special Committees may be authorized, as needed, by the Board of Directors, the Council, or the President.
- F. The Board of Directors or Council may direct the appointment of such Task Forces as it may deem necessary to carry on programs for the welfare of the Association. The Board of Directors shall determine the powers and duties.

ARTICLE XV - 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.

ARTICLE XVI - AMENDMENTS/PROCEDURES

- A. These By-laws 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 By-laws 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.
- B. PROPOSAL. Amendments to these By-laws may be proposed by:
 - 1. Board of Directors, acting by two-thirds (2/3) affirmative vote;
 - 2. Council, by a majority of those present and voting;
 - 3. Petition signed by at least ten percent (10%) of the members of the Association.
- C. NOTICE AND PUBLICITY. After an amendment has been proposed, a copy of such amendment shall be delivered or mailed to each member of the Council. The proposed amendment shall be published in an official notice of the Association. All such notices and publicity shall be completed at least two (2) weeks prior to the meeting of the Council at which the proposed amendment will be presented for adoption.
- D. ADOPTION. Amendments to these By-laws proposed in accordance with the above procedure may be adopted by a majority of those voting, in a legal meeting of the Council.
- E. EFFECTIVE DATE. Unless otherwise specified in the amendment, an amendment to these

By-laws becomes effective immediately upon adoption.

ARTICLE XVII - STANDING RULES

- A. PURPOSE. Standing Rules of the Association shall furnish such additional procedures and information as may be necessary to provide for the interpretation and administration of these By-laws, and for the efficient administration of the programs of this Association.
- B. ADOPTION. The Council at a regular meeting acting by affirmative vote of as least two-thirds (2/3) of its members present, a quorum having been established, shall have the power to propose and/or amend such Standing Rules or amendments. Such proposals and/or amendments to the Standing Rules shall be voted upon at the next council meeting.

rev. 9/2014

ARTICLE I - NAME

ARTICLE II - PURPOSE

ARTICLE III - AFFILIATION

ARTICLE IV - MEMBERSHIP

ARTICLE V - DUES, FEES, AND ASSESSMENTS

ARTICLE VI - POLICY MAKING BODY

ARTICLE VII - FACULTY/SITE/SITE UNIT REPRESENTATIVE

ARTICLE VIII - OFFICERS

ARTICLE IX - EXECUTIVE BOARD

ARTICLE X - MEETING OF THE GENERAL MEMBERSHIP

ARTICLE XI - BARGAINING TEAM

ARTICLE XII - GRIEVANCE PROCESSING

ARTICLE XIII - NOMINATIONS AND ELECTIONS

ARTICLE XIV - COMMITTEES

ARTICLE XV - PARLIAMENTARY AUTHORITY

ARTICLE XVI - AMENDMENTS/PROCEDURES

ARTICLE XVII - STANDING RULES