

STANDING RULES

Standing Rule 1 - Fiscal Year

The fiscal year of the Association shall commence on September 1 and end on August 31. Dues, fees and assessments are set in June at the last meeting of the Representative Council.

Standing Rule 2 - Adoption of Budget

Adoption:

The Representative Council, at its June meeting, shall adopt a budget for the Association for the fiscal year to commence upon approval. Final adoption of the budget shall be by vote of the members of the Representative Council.

Operating Authority:

Once the budget is approved, the treasurer, acting at the Boards direction, may expend amounts equal to those approved in the budget.

Necessary Changes:

To ensure the programs of the Association are carried out, the Board may approve transfers of funds from one category to another. At no time may the Board or the Treasurer expend amounts beyond the total budgeted in a fiscal year.

Standing Rule 3 -Dues

The local dues for each Active member of the Association shall be established by the La Mesa-Spring Valley Teachers Association Representative Council as follows:

CATEGORY 1

For those faculty whose teaching assignment is more than 60% of a normal assignment.

Chapter Prof. Dues	\$201.00	Monthly (10 months)
State Prof. Dues	\$737.00	\$113.80
NEA Prof. Dues	\$200.00	
Total \$1138.00		

CATEGORY 2

For those faculty whose teaching assignment is not more than 60% of a normal assignment.

Chapter Prof. Dues	\$121.00	Monthly (10 months)
State Prof. Dues	\$378.50	\$69.95
NEA Prof. Dues	\$200.00	
Total	\$699.50	

CATEGORY 3

For those faculty whose teaching assignment is 1/3 or less than a normal assignment. Members maintaining membership while on leave or rehire lists

Chapter Prof. Dues	\$66.50	Monthly (10 months)
State Prof. Dues	\$199.25	\$37.73
NEA Prof. Dues	\$111.50	
Total	\$377.30	

Standing Rule 4 - Privileges of Members Other Than Active

Associate: Associate members, who participated in the economic services programs of the Association prior to becoming Association members, may continue participation. All Associate

members shall have entitlement to receive the official publications of the U.E.P., professional liability insurance, payroll deduction for dues, and limited legal services.

Retired Life: Retired Life Membership is available for a one-time payment of \$450.00. Retired Life Members receive all issues of CTA Action, and are eligible to maintain CTA-sponsored health and life insurance programs initiated before retirement. Automobile and homeowners' insurance may be continued or initiated for qualified applicants who are Retired Life members, and various Association-sponsored economic services also are available.

Legal Services: Advice and consultation only, up to one hour per problem regarding retirement rights or substitute employment rights.

Standing Rule 5 - Membership Year

The Membership year in this Association shall be from September 1 through August 31.

Standing Rule 6 - Membership Roster

The Membership Chair shall maintain a roster of the Association Membership.

Standing Rule 7 - General Meetings

General meetings may be called by the Board of Directors or the Representative Council when deemed necessary. Unless specifically exempted by either Representative Council or Board of Directors, there shall be one general membership meeting annually in the spring.

The quorum for this meeting shall consist of those members present after reasonable notification.

Standing Rule 8 - Office of the Association

Is located in San Diego County:

6425 Lake Shore Drive
San Diego, CA 92119

Standing Rule 9 - Official Publication

The Official Publication of the Association shall be known as the LMSVTA NEWS, President's Update, Raspberry, Straight Talk and Member to Member. Its Editor shall be the president. The publications shall be published cumulatively at least (10) times per year.

Standing Rule 10 - Audit

The Treasurer shall have the accounts and other financial records of the Association audited annually by an independent accounting firm.

Standing Rule 11 - Bonding

Each officer or employee of the Association entrusted with receipt, safekeeping or disbursement of funds of the Association shall be placed under bond.

Standing Rule 12 - Travel and Other Expenses

Regulations governing the control and payment of necessary expenses of Association officers, directors, employees, Representatives on the Service Center Council, and of such other persons as may be duly authorized by the Board of Directors to represent the Association, shall be as follows:

TRAVEL

Plane: Actual coach fare (tourist, economy, single class, commuter) unless coach service is not available.

Train/Bus: Actual fare; railroad fare may include lower berth, roomette, or equivalent.

Auto: IRS standard amounts in effective at the time the mileage was incurred; per mile except that trips over 400 miles will not be reimbursable over the amount of round trip plane fare (plus airport bus).

Lodging: Hotel and motel costs shall be limited to those who must travel a minimum of one-hundred (100) miles round trip. Reimbursement for lodging shall be limited

to the current double occupancy conference rate, and shall not include personal charges such as laundry, valet, telephone calls and entertainment. Whenever possible, members shall share rooms. If travel by automobile instead of plane involves an extra night's lodging, such charges shall not be reimbursed. Board members and State Council members are allowed a private room.

Meals: Allowable expenses for meals shall not exceed actual amounts paid.

Receipts: Receipts must accompany all charges for, hotels, airfare, train and meals, and shall not exceed CTA guidelines.

Any exceptions or variations to the above rules covering travel and other expenses shall be allowed only by pre-authorization of the Board of Directors of the Association.

Standing Rule 13 - STIPEND

The Board will recommend to Council the following Stipend:

President Stipend:

The President of the Association shall be allowed the equivalent of 20% of salary per year as a stipend. In addition to the stipend, the President shall be reimbursed for expenses after receipts are presented. In addition to the stipend, the president must maintain a cellular phone.

Vice President Stipend:

The Vice-President shall be allowed at least two thousand (\$2000) dollars or the equivalent of 06% of salary during each year of his/her term of office. In addition to the stipend, the vice president must maintain a cellular phone. That expense will be reimbursed up to the amount set annually by the Board of Directors.

Treasurer Stipend:

The Treasurer of the Association shall be allowed at least three thousand six hundred (\$3,600) dollars or the equivalent of 06% of salary during each year of his/her term of office.

Bargaining Chair stipend:

The Bargaining Chair shall be allowed at least 6% of salary during each year of his or her term of office. In addition to the stipend the chair must maintain a cellular phone. That expense will be reimbursed up to the amount set annually by the Board of Directors.

Grievance Chair stipend:

The Grievance Chair shall be allowed at least 6% of salary during each year of his or her term of office. In addition to the stipend, the chair must maintain a cellular phone. That expense will be reimbursed up to the amount set annually by the Board of Directors.

Standing Rule 14 - Authorization of Delegates to Conventions and Special Meetings. No person shall have the authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless such representation has been approved in advance by the Board of Directors of the Association. A written report of the conference must be submitted within 30 days after attending. No person shall gain approval to attend subsequent conferences or professional meeting if he/she fails to submit such reports.

Standing Rule 15 - Definition of Member Site

Designation of member site shall be made by the Council at the first meeting of the school year. A member site is an identifiable location where Association members are employed.

Standing Rule 16 - Other Officers of the Board of Directors

Area Coordinator:

To coordinate and support, through Council Members, the activities of the membership committee, political action committee, grievance committee and other committees within an area. To provide contact and support to new teachers. To work directly with the Association President in communications with members of an area.

To perform other duties as may be directed by the Board of Directors or the Representative Council.

Support Services Coordinator:

To facilitate communications between Support Service Groups and Board of Directors.

To work directly with the Association President in communications with members of an area.

To perform other duties as may be directed by the Board of Directors or the Representative Council.

Grievance Chair

To coordinate and support the grievance process.

To work directly with the Association President, and Council in communication of grievances

To perform other duties as may be directed by the Board of Directors or the Representative Council.

Bargaining chair

To coordinate and support the negotiations process.

To chair the negotiations committee.

To work directly with the Association President, and Council in communication of bargaining positions and the results of negotiations.

To perform other duties as may be directed by the Board of Directors or the Representative Council.

Standing Rule 17 - Bargaining Team Membership Criteria

Preferably all Bargaining Team Members should be tenured personnel.

Must be members of the Association.

All Bargaining Team members shall undergo special training in bargaining procedures.

Selection:

Bargaining Team Members to be chosen from a list compiled from the following sources:

Selection from the list is in accordance with Article X (bargaining team) of the constitution.

1. Self nomination
2. By Board of Directors
3. By Representative Council
4. Nominations and Elections Committee
5. President

Term of Office:

Two (2) Years. Members shall be appointed prior to October of each year and may be re-appointed.

Standing Rule 18 - Standing Committee Memberships

Membership on Standing Committees shall consist of Association members, appointed and ratified by President and the Board of Directors.

All Standing Committee Chairpersons should have attained the status of permanency in the La Mesa-Spring Valley School district at the time of appointment.

All Standing Committee Chairpersons shall be elected by their respective committees for the term of two (2) years.

Standing Rule 19 - Grievance and Contract Maintenance

The Committee shall consist of five (5) or more members nominated and confirmed by the Board of Directors, subject to the approval of the Representative Council. All committee members shall be association members and should have attained permanent status in the District. Members shall serve a term of two (2) years and may be re-appointed to a second term. The terms shall be arranged so that no more than one-third of the terms will expire in each year.

The Chairperson of the committee shall be appointed by the president for a term of two (2) years.

The Grievance Committee shall:

1. Provide representatives to assist members of the bargaining unit in processing grievances.

2. Represent the Association at grievance proceeding whenever a member of a bargaining unit is processing a grievance without the assistance of the Association.
3. Make recommendations to the Board of Directors regarding the budget for grievance processing and arbitration costs and shall keep the Board of Directors informed regarding the operation of the grievance program.
4. Consider carefully the merits of each grievance and make recommendations to the Board of Directors regarding the submission of a grievance to mediation or arbitration or court litigation.
5. Establish a file of all complaints/grievances processed.
6. Make recommendations to the Board of Directors for maintaining and improving the effectiveness of the contract.
7. Present an annual report by May to the membership of the Association.
8. Make appropriate recommendations and reports to the Board of Directors and the Council.
9. Appeal - the Grievance process as presently set forth in the contract shall be the guideline in the processing of grievances. In the event that the Grievance Committee chooses to find a grievance not appropriate for arbitration, the grievant shall have the right to present a written appeal at the same time the Grievance Committee presents these findings to the Board of directors. At no time will the name of a grievant be released to the Board of Directors during these procedures.

Standing Rule 20 - Nominations and Elections

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the appropriate governance body to which it is responsible by October of each school year.
3. The Committee shall be composed of at least three members, at least one from each area, who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
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 off-track 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.
7. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

8. All materials e.g.; flyers, letters, request for endorsements, and such must have an "approved by" stamp on them before they are printed and distributed. Said materials must be given to the elections chair for approval.
9. The Association may conduct elections through electronic ballots from a provider certified by CTA. An annual budget for this shall be included in the associations operating budget.

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 ensures every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools/Work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy
 - e. Date by which campaign materials are submitted for the election chairs approval and the date by which they will be returned to the candidate.
 - f. Date by which all candidates will receive a copy of the election rules and procedures.
 - g. Date for preparation of ballots;
 - h. Date on which ballots will be distributed;
 - i. Date by which to request a ballot;
 - j. Date(s) when voting will take place;
 - k. Deadline date (date received, not post-marked date), time and place for return of ballots;
 - l. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - m.. Date that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
 - n. Dates and timelines for run-off election, if necessary; and,
 - o.. Deadline for filing of challenges (date received, not post-marked date).

E. Finances and Use of Unit Resources

1. Chapter monies 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.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.

4. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

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 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 alphabetical order. 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. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.
3. The ballot shall state the name of the office/position, the term, and the names of the candidates.
4. 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/Work Site/Specified Voting Site

If a Site Representative is a candidate, refer to A. *Elections Committee*, 5.

1). Voting At School/Work 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.
- d). Active 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.

2). Voting At School/Work 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 Active members shall be prepared, which includes each member's name and school 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; 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) addressed to the chapter, on 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.
- g) Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

b. By mail

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

Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity 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 Active 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.
- 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 eligible voting members.
- 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 half of the legal votes cast.
2. A plurality vote means the largest number of votes to be given any candidate or issue.

3. A two-thirds (2/3) vote means at least two thirds (2/3) of the 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 electoral district or a multiple unit electoral district, the election for State Council Representative 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. *(It is important that the chapter understands that this election is conducted by the Service Center.)*
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 provisions for write-in candidates in run-off 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 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 positions to be filled. An affiliate utilizing this 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 delegate 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 election guidelines refer to the official CTA Elections Manual.

J. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place.
2. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
3. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline;
 - c. Member not listed on the voter roster;
 - d. Voter's intent unclear;
 - e. Votes cast for more than number allowed;
 - f. Votes cast on unofficial ballot (probably reproduced); and,
 - g. Voting envelopes without a signature.
4. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, and make a note of the decision. The ballots should remain separate.

5. If the illegal vote(s) would affect the outcome, the chairperson of the Elections Committee should report this to the unit president so that the appropriate governance body can decide how the ballots should be recorded.
6. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. A listing of school(s) whose ballots were set aside and not counted shall be included with an explanation of illegality.
7. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site as soon as possible following the election.
8. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

K. Observers

1. Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) of the observer(s) 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 and has notified each candidate 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 unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attach evidence of the violations, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
3. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
4. The unit's Elections Committee shall submit a written report including issues and recommendations, within the same 10 day period, to the Chapter President and the Governance Board.
5. The Governance Board shall act on the report no later than 10 days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Elections Manual. The Governance Board must issue its findings in writing to the challenger.

6. Any member of the Governance Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the Governance Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
7. If an individual wishes to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
 - a. Specifically which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of unit's governance body to original challenge.
8. If the Governance Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 7 (a-c) above by writing to the CTA President.
9. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

M. 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 fifteen (15) days shall be permitted to obtain the signatures of at least sixty percent (60%) 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 thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within 3 calendar days, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar 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.

N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active 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 Active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar 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.

O. 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. An Active 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 calendar 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 or the vice president if the chapter president is the person being recalled.
6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar 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.

Standing Rule 21 Membership Committee

The Membership Committee shall consist of the VP (Chair) who is supported by Representative Council. The Treasurer shall serve as an ex-officio member of the

Membership Committee. The Membership Committee acting under the direction of the Chair shall:

1. Compile a list of new teachers and host a new teacher breakfast.
2. Assist in the reception and orientation of unit members newly hired.
3. Act as Liaison between UEP and Association membership.
4. Coordinates supports, and implements ongoing programs to improve and recognize membership.
5. Support UniServ programs.

Standing Rule 22 Political Action

The Political Action Committee shall consist of at least three (3) members. Members shall be appointed for a term of two (2) years and may be re-appointed. Members will elect a chair and Treasurer.

The Political Action Committee shall:

1. Propose and carry out methods for the Association to support the legislative program of the LMSVTA.
2. Give to the membership information about the records and opinions of candidates for school board, legislature and congress regarding issues affecting schools and teachers.
3. Plan any activities designed to establish closer relationship with state and national legislators representing this area.
4. Shall report to the Board of Directors and Rep Council.
5. Maintain records of PAC funds.
6. Ensure funds are collected from existing dues and amount equivalent to two dollars (\$2) per member minus opt outs. To allow for opt outs to occur during the year, the annual dues assessment will allow for five additional opt outs per year.
7. Ensure funds are collected and deposited for the year on October 1 and November 1 of each fiscal year.
- 8.

Standing Rule 23 Special committees

23.1 Human Rights

The Human Rights Committee shall:

1. Study, evaluate and define policies as they relate to human relations and educational opportunities.
2. Advocate and promote the principle that every child should be given equal educational opportunities.
3. Help to actively create a climate of public understanding and cooperation for achieving equality of opportunity and positive racial and ethnic school integration in accord with Association policy.

4. Promote organizational designs and structures for study of human relation's problems and to assist in developing effective programs in this area.
5. Encourage teaching and practice in schools, of the basic principals of human relations and related responsibilities.
6. Examine and evaluate curriculum materials, teaching methods, pre-service and in-service education of teachers, and other resources for their contribution towards concepts of the worth of the individual and of appreciation of differing cultural attributes.
7. Work cooperatively with other committees and the school district in developing the above.
8. Submit reports, findings and recommendations to appropriate bodies within the Association for action of implementation.

23.2 Curriculum Communications

The Curriculum Communications Committee shall:

1. Study any problems involving the instructional program of the District that may be brought to the attention of the Association by any of its members.
2. Make appropriate recommendations to the Board of Directors and the Council.
3. Meet with the administration in the continued study of curriculum within the District.
4. Reflect the concerns of the Association with respect to specific instructional matters and shall undertake independent studies of its own in the interest of improving curriculum and instruction.
5. Represent the Association in the areas of curriculum and instruction programs for activities of the UEP.

23.3 Insurance

The Insurance Committee shall:

1. Study the current insurance programs and make recommendations to the Association for improvements in existing programs.
2. Keep the membership informed of current insurance matters.
3. Assist retiring members and relatives of deceased members by giving them information on procedures to be followed and benefits available through membership in the California and National Association for Retired Teachers, and participation in the State Teachers Retirement System.
4. Shall report to the Board, Council and Bargaining Team.

23.4 Public Relations and Crisis

The Public Relations and Crisis Committee shall:

1. Plan and hold such activities that may be desired to forward the aims and programs of the Association.
2. Plan and hold such activities that may be desired by the membership for promoting friendship and sociability among the members of the Association.

3. Study the problems in public relations affecting the Association and public education and make recommendations to the Board of Directors and the council regarding methods by which these relations may be improved.
4. Publicize and interpret activities of the Association.
5. Cooperate with civic organizations for civic improvement.
6. Organize support for projects approved by the Association.
7. Encourage community service by its members.
8. Do all within its power to foster cooperation between schools and the community.
9. Act as Crisis Committee when needed at the direction of the Board of Directors.

23.6 Awards Committee

The Awards Committee shall be composed of no less than three (3) members. Members shall be appointed for a term of two (2) years and may be re-appointed.

The Awards Committee shall:

1. Recommend, for awards, to the Board of Directors official nomination of members of the Association who have made outstanding contributions to the Association.
2. Plan programs of recognition, including publicity, for nominees as deemed appropriate.

Standing Rule 24 - Annual Reports

At the June meeting of the Council each committee shall submit a summary report of achievements for the past year, with recommendations for the next year. The reports shall then be filed as permanent record.

Standing Rule 25 - CTA State Council Representative(s) and Alternate(s)

CTA State Council Representative(s) and Alternate(s) shall be elected in compliance with current CTA procedures.

Shall be and remain currently paid up members of the Association.

Standing Rule 26 - NEA Representative(s)

NEA Representative(s) shall be elected in compliance with current NEA procedures. NEA Representative(s) shall be and remain currently paid up member of the Association. Term of office shall be three (3) years.

Standing Rule 27 - Local Dues

Local dues will increase proportionally to any adjustment made to the current salary schedule. For example: If the salary schedule were to be increased by 1.5% the local dues would increase by 1.5%.

Standing Rule 28

A \$50.00 donation shall be paid to the charity of choice of an active deceased association member and a \$25.00 donation for the spouse of the member or professionally related friend of the association beyond the School Board. A gift of flowers or other recognition shall not exceed \$75.00

Standing Rule 29

The Association shall adopt the CTA treasures manual as the LMSVTA treasures manual.

Standing Rule 30

Association whistleblower policy:

LMSVTA WHISTLEBLOWER POLICY

La Mesa Spring Valley Teachers Association officials are obligated to comply with all relevant legal requirements in carrying out their responsibilities. A failure to meet this obligation – whether intentional or inadvertent – can have adverse consequences for the reputation and operation of La Mesa Spring Valley Teachers Association. The purpose of this Whistleblower Policy (“WB Policy”) is to establish a procedure by means of which any such failures can be brought to the attention of La Mesa Spring Valley Teachers Association, so that appropriate corrective action can be taken.

I. DEFINITIONS

As used in the WB Policy, the following terms have the meanings indicated:

- A. The term “misconduct” means an action taken by a La Mesa Spring Valley Teachers Association official in carrying out his or her La Mesa Spring Valley Teachers Association responsibilities that is in violation of a legal requirement.
- B. The term “La Mesa Spring Valley Teachers Association official” means a La Mesa Spring Valley Teachers Association Officer, a member of the Board of Directors, a member of a La Mesa Spring Valley Teachers Association Committee, and any other person designated by governance to represent La Mesa Spring Valley Teachers Association.
- C. The term “person” means a member of La Mesa Spring Valley Teachers Association, an employee of La Mesa Spring Valley Teachers Association, a consultant or vendor who does or seeks to do business with La Mesa Spring Valley Teachers Association, and any other representative of La Mesa Spring Valley Teachers Association.
- D. The term “WB Officer” means the person who is responsible for the implementation of the WB Policy.
- E. The term “whistleblower” means a person who notifies the WB Officer of an action that he or she has reasonable cause to believe constitutes misconduct.

II. WB OFFICER

The La Mesa Spring Valley Teachers Association Vice-President shall serve as the WB Officer, and shall in that capacity be responsible for the implementation of the WB Policy. The WB Officer shall monitor the implementation of the WB Policy, and make periodic reports regarding its implementation to the La Mesa Spring Valley Teachers Association Board of Directors. The WB Officer shall recommend to the La Mesa Spring Valley Teachers Association Board of Directors such modifications in the Policy as from time to time may be deemed appropriate.

III. NOTIFYING La Mesa Spring Valley Teachers Association OF ALLEGED MISCONDUCT A. Any person who has reasonable cause to believe that a La Mesa Spring Valley Teachers Association official has engaged or is about to engage in misconduct, should notify the WB Officer in writing. That person (the whistleblower) shall identify himself or herself in the notice to the WB Officer, but the WB Officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower’s name. If the WB Officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for La Mesa Spring Valley Teachers Association, he or she may notify the

La Mesa Spring Valley Teachers Association Secretary, who shall as soon as possible thereafter turn the matter over to the WB Officer.

- B. If, based upon the information provided by the whistleblower and other relevant information, the WB Officer has reasonable cause to believe that a La Mesa Spring Valley Teachers Association official has engaged or is about to engage in misconduct, the WB Officer shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the La Mesa Spring Valley Teachers Association Officers a written opinion setting forth its conclusions as to whether the La Mesa Spring Valley Teachers Association official has engaged or is about to engage in misconduct, and, if so, what should be done to correct the situation.
- C. After consulting with the La Mesa Spring Valley Teachers Association Board of Directors, the WB Officer shall arrange for such action to be taken as he or she deems appropriate to correct the situation.
- D. If the WB Officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB Officer, after consulting with the La Mesa Spring Valley Teachers Association Board of Directors, shall arrange for appropriate disciplinary action to be taken against that person.

IV. PROTECTION OF PERSONS WHO PROVIDE EVIDENCE OF ALLEGED MISCONDUCT

- A. Except as otherwise provided in Section III(E) above, no person shall be subject to any form of direct or indirect retaliation by a La Mesa Spring Valley Teachers Association official, a La Mesa Spring Valley Teachers Association employee, or other La Mesa Spring Valley Teachers Association representative because he or she (1) is a whistleblower, (2) has participated in an investigation of alleged misconduct, or (3) has in good faith in any other way been involved in the implementation of the WB Policy.
- B. If any person believes that he or she has been subject to retaliation in violation of Section A above, that person shall report such retaliation to the WB Officer. The WB Officer shall investigate the matter, and if the WB Officer concludes that a La Mesa Spring Valley Teachers Association official, La Mesa Spring Valley Teachers Association employee, or other La Mesa Spring Valley Teachers Association representative has engaged in retaliation, the WB Officer, after consulting with the La Mesa Spring Valley Teachers Association Board of Directors, shall arrange for appropriate disciplinary action to be taken against said La Mesa Spring Valley Teachers Association official, La Mesa Spring Valley Teachers Association employee, or representative of La Mesa Spring Valley Teachers Association.

V. MISCELLANEOUS

- A. Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that he or she may have under the La Mesa Spring Valley Teachers Association governing documents, a contract with La Mesa Spring Valley Teachers Association, or a statute. To the extent that the WB Policy is inconsistent with any such right, the right in the La Mesa Spring Valley Teachers Association governing document, contract with La Mesa Spring Valley Teachers Association, or statute shall take precedence.

B. Any person who believes that a La Mesa Spring Valley Teachers Association official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other forum.

C. All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB Officer shall make such information and documents available to others only on an "as needed" basis. To the extent relevant, all privileges, including the attorney/client and attorney work product privileges, shall apply to information and documents involved in the implementation of the WB Policy.

D. If a question arises as to whether the WB Officer has engaged, may be engaged, or is about to engage in misconduct, the matter shall be dealt with by the La Mesa Spring Valley Teachers Association President.

VI. EFFECTIVE DATE AND AMENDMENT; DISTRIBUTION

- A. The WB Policy shall become effective on the date that it is adopted by the La Mesa Spring Valley Teachers Association Board of Directors, and shall supersede all prior La Mesa Spring Valley Teachers Association policies dealing with the same subject. The Board of Directors may amend the WB Policy from time to time as it deems appropriate.

A copy of the Policy shall be distributed to all La Mesa Spring Valley Teachers Association officials, all candidates for La Mesa Spring Valley Teachers Association office, and all persons who become members of La Mesa Spring Valley Teachers Association committees or are otherwise designated to represent La Mesa Spring Valley Teachers Association.

Standing Rule 31

Association conflict of interest policy:

The following provisions are incorporated into the Standing Rules between the Association and the Executive Board of Directors and are included as conditions of employment of staff.

No member of the Executive Board or staff shall:

- 1) have any interest, financial or otherwise, directly or by family members in, or engage in, any business or financial transaction or professional activity, or incur any obligation of any nature which is in conflict with the proper discharge of his/her duties of the Association.
- 2) make any personal investments or serve as an officer of any enterprise which s/he knows, or could reasonably be expected to know, may be affected by decisions in which the member/employee is involved; no member/employee shall make personal investments or serve in any position that may create substantial conflict between the duty to serve the interest of the Association and the member/employee's private interest.
- 3) engage in any transaction with any business entity or organization in which s/he has a direct or indirect interest.
- 4) directly or indirectly sell goods or services to the Association other than those services that have been approved by the Executive Board.
- 5) accept any position which will impair his/her independence of judgment in the exercise of his/her official duties.

- 6) disclose or otherwise use confidential information gained by reason of his/her Association position to further his/her personal interest.
- 7) receive directly or indirectly compensation or anything of value (including but not limited to gifts) from a firm, corporation, individual, or any other source which sells goods or services to the Association.
- 8) become a candidate for public office without the approval of the Executive Board.
- 9) take positions on political candidates or issues in any public forum that can reasonably be expected to be attributed to the members of the Association, or the Association itself, unless the position is entirely consistent with a position formally adopted by the Association.
- 10) not make an annual disclosure in writing concerning any possible conflict-of-interest.

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Conflict of Interest Policy Page 2

Allegations shall be signed in writing by the individual(s) who is/are claiming the violations to this policy. It shall specifically set forth the claimed violation(s). The Board of Directors (not including anyone involved in the allegation) shall conduct an appropriate investigation and take remedial action.

I confirm that I have read and that I am familiar with the La Mesa Spring Valley Teachers Association Conflict of Interest Policy. I am aware that it is my responsibility to disclose to the Executive Board in writing, a full description of any current or contemplated activity, interest or relationship on my part or any immediate family member which might create or appear to create a conflict of interest under the terms and provisions of said policy. I understand that it is my responsibility to notify the Executive Board throughout the year prior to my engaging in such activity, interest or relationship.

I understand that if I have any doubts concerning the applicability of the policy to any activity, disclosure of the activity is required.

To the best of my knowledge, neither I nor any member of my immediate family are now engaged in any activity, interest or relationship which would create or appear to create a conflict of interest und the terms and provisions of said policy, except the following: (Please describe in detail any facts giving rise to any actual or apparent conflicts of interest. Attach additional sheets, if necessary. If none, insert the word "none.").

Comments: _____

Name _____

Position or Title (i.e. Officer, staff, etc.) _____

Signature _____

 Date _____

Standing Rule 32
Association records retention policy:

Record	Document Retention Period
Accident reports and claims	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports (external)	Permanently
Audit reports (internal)	7 years
Bank reconciliations	7 years
Cash receipts	7 years
Chart of Accounts	7 years
Checks (cancelled, except as noted below)	7 years
Contracts and leases (expired)	7 years
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	7 years (Permanently for Real Property)
Duplicate deposit slips	1 year
Employee personnel records (after termination)	Permanently
Employment applications	3 years
Employment tax records (withheld income taxes, FICA, unemployment, etc.)	7 years
Expense analysis and expense distribution schedules	7 years
Financial statements (end of year)	7 years
General ledgers and end of year trial balance	Permanently
Insurance policies (expired)	Permanently
Insurance records, current accident reports, claims, policies, etc.	3 years
Internal reports (miscellaneous)	Permanently
Invoices to customers	3 years
Invoices from vendors	7 years
Meeting Minutes (directors, including by-laws and charter)	7 years
Notes receivable ledgers and schedules	Permanently
Payroll records and summaries, including payments to pensioners	7 years
Petty cash vouchers	7 years
Property appraisals by outside appraisers	Permanently
Property records – including costs, depreciation reserves, end of year trial balances, depreciation schedules, blueprints, and plans	Permanently
Purchase orders	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of	Permanently
Time sheets and activity reports	7 years
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel expenses)	7 years