

RETIRED EMPLOYEES ASSOCIATION of the CALIFORNIA TEACHERS ASSOCIATION
“REACTA”
STANDING RULES

STANDING RULE I – BUDGET AND FINANCE

A. Fiscal Year and Oversight

1. The fiscal year of REACTA shall be from January 1 through December 31.
2. The accounts and other financial records shall be reviewed annually by the Fiscal Oversight Committee.
3. Required fiscal records shall be maintained and housed by the Treasurer.

B. Membership Dues

1. The Executive Board shall recommend membership dues amounts to be voted on by the membership at a regular membership business meeting or by a ballot sent by US Mail.
2. Effective January 1, 2020, monthly pension deduction shall be the only authorized method of payment for new members' dues. Members, paying annually by check prior to this date, shall be permitted to continue as a cash payer.
3. Delinquent cash payers shall remain on the membership list and in the Directory for the current fiscal year and then removed thereafter.
4. The CTA category of Annuitant Employee (formerly known as Emeritus Employment) are permitted to join REACTA as voting members.
5. Spouses/domestic partners dues shall be paid through the same method of payment as the retirees.
6. Spouses/domestic partners of a deceased REACTA member may request to join REACTA as a non-voting supporting member. Membership dues will not be required for this category of membership.

STANDING RULE II – TRAVEL AND OTHER EXPENSES

A. Attendance at Meetings/Events

1. Advance approval by the President or Executive Board is required for all travel and related expenditures.

B. Travel Expense

1. Airplane – actual, most economical coach fare.
2. Train or Bus – actual fare.
3. Auto – at the rate set by the Internal Revenue Service (IRS) for the current year or reimbursement with gasoline or EV receipts, whichever is less.
4. Airport Shuttle -cost of airport shuttles, taxi, ride share to and from the meeting site.

C. Lodging

1. Hotel expenses are limited to the number of nights of the meeting being held.
2. Personal charges such as laundry, valet, health club fees, phone calls, entertainment hotel in-room snacks and beverages are not reimbursable.
3. Reasonable amounts for tips are permitted.
4. Actual cost of airport or hotel self-parking will be reimbursed.

D. Meals

1. Meals not provided at the meeting shall be reimbursed at the CTA rate.
2. The cost of meals related to committee meetings shall be paid out of the committee's budget.

E. Reimbursement

1. Claims for reimbursement shall be submitted to the REACTA Treasurer within thirty (30) days of the conclusion of the meeting or event.
2. Reimbursement requests shall be itemized on a REACTA designated expense form, inclusive of all receipts.

F. Annual Meeting

1. Executive Board Members and those who attend Executive Board Meetings on a regular basis, shall be reimbursed for round trip mileage at the Internal Revenue Service (IRS) current rate.
2. Executive Board Members and those who attend Executive Board Meetings on a regular basis, shall be reimbursed for the Annual Meeting registration fee.

STANDING RULE III – RESPONSIBILITIES OF EXECUTIVE BOARD

A. The President shall:

1. Act as the Chief Executive Officer and serve as the official representative of REACTA.
2. Manage and supervise the day-to-day activities of REACTA.
3. Preside at meetings of the Executive Board, Annual Reunion and general membership business meetings.
4. Serve as ex-officio member of all committees except the Nominations and Elections Committee.
5. Appoint committee members and chairpersons with the advice and consent of the Executive Board.

B. The Vice President shall:

1. Assist the President and act in the President's absence.
2. Act as the program coordinator for the Annual Reunion and Business Meeting.
3. Act as Board Liaison to the Membership Committee.
4. Send sympathy cards and or gifts to family of deceased members.

5. Maintain and update the REACTA calendar and ensure all timelines are followed.
6. Perform other duties as requested by the President or the Executive Board.

C. The Secretary shall:

1. Maintain all REACTA Records.
2. Record and preserve all minutes of the Executive Board and general membership meetings.
3. Send minutes to the Executive Board to arrive no later than four (4) days prior to the meeting. Update and re-send corrected minutes to the Executive Board.
4. Keep all records of each meeting, (i.e. agenda, minutes, reports and any other documents provided).
5. Certify the Executive Board's approval of all documents, (i.e. bylaws, standing rules, annual budget).
6. Mail the REACTOR to members who do not provide an email address.
7. Send additional US mailings as directed by the Executive Board.
8. Perform other duties as requested by the President or the Executive Board.

D. The Treasurer shall:

1. Prepare the REACTA annual budget for review and adoption.
2. Keep books of account and records as shall be sufficient to meet the standards of accounting.
3. Receive and deposit all monies in financial institutions approved by the Executive Board.
4. Prepare and present financial reports to the Executive Board and to the members at general membership meetings.
5. Close out books for the previous year (income/expenses, membership lists, bank statements).
6. Create documents for the current year.
7. When there is a new incoming Treasurer, the previous Treasurer will hand over all previous records, change treasurer information with financial institution, order new checks with new address.
8. File all taxes and other legal documents in a timely manner and report action to the Executive Board (i.e. Form 5500 Schedule C, IRS Form 990-N)
9. Negotiate and sign contracts for the Annual Reunion and Business Meeting, with the approval of the Executive Board.
10. Establish membership dues authorization with the CTA Pension Trust Third Party Administrator (currently BeneSys).
11. Keep an accurate accounting of membership and share, as appropriate, with the Executive Board, Social Media Specialist, and Membership Committee Chairperson.
12. Act as the chairperson for the Fiscal Oversight Committee.
13. Perform other duties as requested by the President or Executive Board.

- E. The Member at Large Director(s) shall:
 - 1. Attend Executive Board Meetings.
 - 2. Participate as voting members in all Executive Board actions.
 - 3. Act as the Board Liaison to the Scholarship Committee.
 - 4. Act as the chairperson for the Legal Expense Fund Committee.
 - 5. Act as chairperson for the Member Assistance Fund Committee.
 - 6. Perform other duties as requested by the President or Executive Board.
 - 7. A second Member At Large Director candidate position may be flown by the Executive Board if determined that there is a need for balance by geography or category of membership (i.e. CAS, CSO, Management).

STANDING RULE IV – COMMITTEES AND LIAISONS

- A. The President shall appoint all chairpersons and members of committees, the REACTOR Newsletter Editor, and the Social Media Specialist with approval by the Executive Board.
- B. Standing Committees may include, but not be limited to:
 - 1. Membership Committee
 - 2. Scholarship Committee
 - 3. REACTOR Newsletter Committee
 - 4. Fiscal Oversight Committee
 - 5. Annual Reunion/Meeting Committee
- C. Ad Hoc Committees, formed, when necessary, as determined by the Executive Board or REACTA Bylaws, may include but not be limited to:
 - 1. Political Education Committee
 - 2. Nominations and Elections Committee
 - 3. Bylaws Committee
 - 4. Legal Expense Fund
 - 5. Member Assistance Fund
- D. Liaisons
 - 1. The Executive Board shall appoint REACTA members as liaisons to the following, which may include but not be limited to:
 - a. CTA Pension Trust
 - b. CTA Health and Welfare Benefits Trust

STANDING RULE V – COMMUNICATIONS

- A. The REACTA Website shall be maintained by the Webmaster with guidance from the Executive Board.

1. Approval by the President or Executive Board is required to post information on the website.
- B. The REACTA Facebook Page shall be maintained by the Social Media Specialist with guidance from the Executive Board.
 1. Effective January 1, 2023, the REACTA Facebook Group will be available to REACTA members only (including spouses of deceased members), with exceptions as follows:
 - a. CTA staff in leadership roles (i.e. CTA Trustees) as approved by the Executive Board.
 - b. Family of deceased members will be allowed access for six months upon the death of a REACTA member.
 - c. New retirees, upon request, will receive six months of access to explore the benefits of joining REACTA. Access will be terminated after that date, if they do not join REACTA.
- C. The REACTA Database and Directory shall be maintained and updated on a regular basis by the Database Specialist.

STANDING RULE VI – AMENDMENTS

- A. These Standing Rules may be amended by a majority vote of the Executive Board.
- B. The Executive Board shall be provided a copy of proposed amendments no later than even (7) days prior to the meeting discussing the proposed changes.

(Adopted 9/5/2023)