Alum Rock Educators Association
Bylaws

ARTICLE 1  NAME AND STATUS
1.1 The name of this organization shall be Alum Rock Educators Association/CTA/NEA, a non-profit corporation, in Santa Clara County.

1.2 This organization shall be incorporated as a non-profit corporation.

1.3 No part of the net earnings of this Association shall ever inure to or for the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the Association shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was funded.

1.4 Notwithstanding any other provisions of these Articles, the Association shall not carry on any other activities not permitted to be carried on by an Association exempt from Federal Income Tax under Section 501(c) (6) of the Internal Revenue Code of 1954.

ARTICLE 2  PURPOSES
2.1 The primary purposes of this Association shall be:

2.1.1 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;

2.1.2 To promote professional attitudes and ethical conduct among members;

2.1.3 To raise the standards of the teaching profession;

2.1.4 To raise the standards for education support professionals;

2.1.5 To advance the general welfare of the students and educators;

2.1.6 To encourage cooperation and communication between the profession and the community;

2.1.7 To form a representative body capable of developing group opinion on professional matters and to speak with authority for educators;

2.1.8 To provide a means of representation for its ethnic-minority members. (10/00)

2.1.9 To provide an opportunity for continuous study and action on problems of the profession. (10/00)

2.1.10 To represent its members in their relations with the school district or other public agency employing them; and

2.1.11 To foster good fellowship among its members.

ARTICLE 3  AFFILIATION
3.1 The Alum Rock Educators Association shall be a chartered chapter of the California Teachers Association. (11/10)
3.2. The Alum Rock Educator Association shall be an affiliated local of the National Education Association. (11/10)

3.3 The Association may affiliate with other groups by approval of a majority of the Representative Council.

ARTICLE 4 MEMBERSHIP

4.1 Categories of Membership. The primary category of membership shall be Active members.

4.1.2 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 Alum Rock 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. (11/10)

4.2 All members of the Alum Rock Educators Association Collective Bargaining Unit shall become members of the AREA/CTA/NEA upon payment of dues. (10/00)

4.3 Membership may be granted upon initiation of payroll deduction or upon payment of annual United Teaching Profession dues. (10/00)

4.4 The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.

4.5 Active members shall adhere to the Code of Ethics of the Education Profession. (11/10)

4.6 The right to vote and to hold elective or appointive positions shall be limited to Active members of AREA/CTA/NEA. (6/93)

4.7 Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association. (10/00)

4.8 An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association. (10/00)

4.9 Active members will be divided into the same membership categories established by CTA/NEA. (6/93)

4.10 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.

4.11 No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.

4.12 Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

ARTICLE 5 DUES AND FEES AND ASSESSMENTS

5.1 The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the Mt. Hamilton infusion, the dues of CTA, and the dues of NEA and any special assessments levied by CTA/NEA. (6/93)
5.1.1 The Association’s portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Council of the Association at the last regular meeting of the school year.

5.1.2 The Association shall apportion any negotiated representation fee on the same percentage basis as the full Association/CTA/NEA dues.

5.1.3 The operating expenses of the Association shall include the costs of salary and benefits for a full-time released President. (5/00)

5.1.3.1 A stipend equal to Alum Rock UESD summer school compensation shall be paid to the President for Association work during the summer. (4/04)

5.1.3.2 The President of the Association shall be reimbursed for storage of classroom materials that must be removed from his/her classroom because of the president's full-time release status. See Standing Rules. (7/10)

5.1.4 The annual operating expenses of the Association shall be indexed .43% of AB 30, step one, of the Certificated Salary Schedule of one year previous, rounded up to the nearest dollar ($1.00) increment. Dues may be paid by cash, check or money order, or by payroll deduction, as authorized by the laws of the State of California. (6/91, 6/93, 5/00)

5.1.5 The recalculation of the indexed dues shall occur on September 1 at the beginning of the fiscal year. (10/00)

5.1.6 The Treasurer shall present a report on the indexing level of the annual dues at the September meeting. Approval of the Treasurer’s report at this meeting shall constitute the official establishment of the dues. (10/00)

5.2 Any change in the dues structure as outlined in 5.1 or 5.2 shall be voted on by the membership. (6/93)

5.3 Any person who objects to Association membership and meets the qualifications of the present Article 7.3 of the current (1990-92) contract or the equivalent section of future contracts, shall pay an amount equal to the unified dues.

5.4 Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person’s membership shall be considered delinquent and the name dropped from the rolls. (10/00)

5.5 Dues for Active members will be divided into the same membership categories established by CTA/NEA and pro-rated accordingly. (9/88, 6/93)

5.6 Special assessments for specific AREA purposes may be levied only by a two-thirds (2/3) majority of the Council. (6/93)

**ARTICLE 6 OFFICERS OF THE ASSOCIATION**

6.1 Officers

6.1.1 The officers of the Association shall consist of:

A. President
B. Vice-President
C. Recording Secretary
D. Corresponding Secretary
E. Treasurer
F. Representatives to CTA State Council.
G. Directors (9/01)

6.1.2 Officers shall be and remain local, state, and national Active members as a requirement for, nomination to and service in an office. (11/10)

6.1.3 Officers shall be elected with open nominations and by secret ballot by and from the Association. (11/10)

6.1.4 All elected officers shall have voice and vote at all Representative Council and Executive Board meetings. (9/01)

6.1.4.1 The newly elected officers shall be introduced at the last June Representative Council meeting, and shall assume power of their office beginning on the first business day following the last day of instruction or until his/her successor is duly elected and officially assumes office. (7/10)

6.1.5 All officers shall attend all of the meetings of the Executive Board, Representative Council, and any special meetings unless excused by the President.

6.1.6 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. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.

6.1.6.1 A leave of absence for an Association officer may be granted by a majority vote of the Executive Board. When a leave is granted, a temporary replacement may be appointed by the Executive Board.

6.1.6.2 Any elected officer who is offered and accepts an administrative position in the Alum Rock Union Elementary School District may no longer hold office for a period of one year from the date of termination of the position. Temporary appointments of three (3) days or less are exempt from this provision. (7/10)

6.1.6.3 When an officer has three (3) unexcused absences out of five (5) consecutive meetings, the officer shall be notified by certified mail of this fact and the Executive Board shall declare the seat vacant.

6.2 President

6.2.1 Term and Qualifications

6.2.1.1 The President must be a certificated employee of the Alum Rock School District. The President shall be elected by the general membership, introduced at the last June Representative Council meeting, and shall hold office for a two (2) year term beginning on the first business day following the last day of instruction, or until his/her successor is duly elected and officially assumes office. (10/91, 6/93) (10/99) (3/06) (7/10)
What are the benefits of being a union member?

Beyond the perks your Association offers, there is a basic case to be made that union membership improves people's lives:

Unions see results.
- Unions have a concrete way to improve their jobs and the lives of their members.
- Members can solve problems at work more effectively as a group.

Union members have a voice.
- Through negotiations members can secure the things they like about their job and can make changes in areas that need improvement.
- Faced with unfair treatment by the employers, unions negotiate policies to ensure fairness.
- Unions fight to ensure better wages, better benefits.
- Unions have a voice when making changes about staffing levels, overtime, safety, and other conditions of work.

Unionists earn a better wage.
- Union membership helps raise workers' pay and narrow the income gap experienced by minorities and women.
- Union workers earn 28% more than nonunion works, according to the U.S. Department of Labor's bureau of Labor Statistics. (The 15 states with the highest teachers' salaries are the states with the strongest collective bargaining laws and the highest percentage of union membership. The states with the lowest salaries and lowest membership tend to have no collective bargaining rights.)

Unions obtain better benefits
- According to the Bureau of Labor Statistics, union workers are more likely than their nonunion counterparts to receive health care and pension benefits.
- Union workers are more likely to have a retirement and short-term disability benefits.
6.2.1.2 In the event the President is unable to fulfill the duties of his/her office, the Vice-President shall assume the duties of the President until the President is able to resume those duties or until a special election is held. (9/01)

6.2.2 Powers and Duties

6.2.2.1 The President shall be the Chief Executive of the Association, its policy leader and its official spokesperson.

6.2.2.2 The President shall enforce the mandates of the Representative Council. (10/00)

6.2.2.3 The President shall preside at all meetings of the Association, the Representative Council and Executive board.

6.2.2.4 The President shall have the power to conduct Association business during the times the Representative Council is not in session, unless such action is specifically prohibited by the Bylaws.

6.2.2.5 The President shall cause the books of the Treasurer to be audited annually and shall present a proposed budget to the Representative Council at the regular September meeting. (6/93)

6.2.2.6 The President shall appoint Chairpersons to standing committees, with the approval of the Executive Board and the Representative Council. The President shall appoint the other members of these committees with the approval of the Executive Board by the beginning of each school year.

6.2.2.7 The President shall make other appointments as may be required by the By-Laws or Standing Rules.

6.2.2.8 The President shall appoint the chairperson and members of the bargaining team with the approval of the Executive Board by the beginning of each school year.

6.2.2.9 The President shall appoint, with the approval of the Representative Council, a Parliamentarian to serve the Council.

6.2.2.10 The President may recommend to the Representative Council the establishment of committees as may be deemed necessary, for approval by the Council. Such recommendations shall include the purpose, composition, and term of the committee.

6.2.2.11 The President shall direct, with the approval of the other officers, the negotiation program of the Association. (10/00)

6.2.2.12 The President shall propose the procedures for the grievance processing for ratification by the Executive Board and the Representative Council.

6.2.2.13 The President shall suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association. (10/00)

6.2.2.14 The President shall deliver a report on the status of the Association at each regular meeting of the Representative Council. The President may, at each regular session of the Representative Council, make recommendations for action by the Representative Council. The President shall be required to attend special meetings of the Representative Council, at the direction of the Representative Council.
6.2.2.15 The President shall, once each year, by May 1, call a session of the general membership, and shall report to the membership on the general status of the Association, and conduct such other business as may be required.

6.2.2.16 The President shall be the liaison between the Association and all other persons, groups, and organizations.

6.2.2.17 The President shall have the authority to attend and represent the Association at various conferences held at the local, state, and national levels.

6.2.2.18 The President shall call meetings of the Association, Representative Council and the Executive Board.

6.2.2.19 The President shall ensure that the agendas for the meetings of the Association, the Representative Council and the Executive Board are prepared.

6.2.2.20 The President shall be familiar with the governance documents of the Association, CTA, and NEA.

6.2.2.21 The President shall attend meetings with the Superintendent and meetings of the Alum Rock Union Elementary School District School Board, Mount Hamilton UniServ Council, and Santa Clara County Service Center Council. (10/00)

6.2.2.22 The President shall attend other CTA/NEA meetings as directed by the Representative Council.

6.3 Vice-President

6.3.1 Term and Qualifications

6.3.1.1 The Vice-President must be a certificated employee of the Alum Rock School District. The Vice-President shall be elected by the general membership and shall hold office for a one (1) year term beginning with the last item of business at the June Representative Council meeting, or until his/her successor is duly elected and officially assumes office. (10/91, 6/93, 10/99)

6.3.2 Powers and Duties (9/01)

6.3.2.1 The Vice-President may act in place of the President when the President is unable to serve.

6.3.2.2 The Vice-President shall serve as assistant to the President in all duties of the President.

6.3.2.3 The Vice-President shall serve as coordinator of committee activities at the direction of the President.

6.3.2.4 When necessary, a Vice-President pro-tem may be appointed by the President. (9/01)

6.3.2.5 The Vice-President shall attend the same meetings as the President, if directed by the President.

6.3.2.6 The Vice-President shall be responsible for the formation and distribution of the Association’s calendar of activities. (10/00) (9/01)
6.3.2.7 The Vice-President shall arrange notification of meetings of the Representative Council to all faculty Representatives.

6.4 Corresponding Secretary

6.4.1 Term of Office

6.4.1.1 The Corresponding Secretary must be a certificated employee of the Alum Rock School District. The Corresponding Secretary shall be elected annually by the general membership and shall hold office for a one (1) year term beginning with the last item of business at the June Representative Council meeting, or until his/her successor is duly elected and officially assumes office. (10/00) (9/01)

6.4.2 Powers and Duties

6.4.2.1 The Corresponding Secretary shall be responsible for the reproduction and distribution of the agenda for the Representative Council at least two (2) working days prior to the meeting. (5/90)

6.4.2.2 The Corresponding Secretary shall maintain an official roster and attendance record of the current building representatives and alternates, of the caucus representatives of each voting unit and of Association officers. The attendance record shall be a part of the minutes of each meeting.

6.4.2.3 The Corresponding Secretary shall be responsible for maintaining current copies of the By-Laws and Standing Rules and updating them as changes occur.

6.4.2.4 The Corresponding Secretary shall disseminate written correspondence as directed by the Executive Board and maintain a file of all correspondence sent to the Association.

6.4.2.5 The Corresponding Secretary shall carry on the correspondence pertaining to the affairs of the Association as directed by the President.

6.5 Recording Secretary

6.5.1 Term of Office

6.5.1.1 The Recording Secretary must be a certificated employee of the Alum Rock School District. The Recording Secretary shall be elected annually by the general membership and shall hold office for a one (1) year term beginning with the last item of business at the June Representative Council meeting, or until his/her successor is duly elected and officially assumes office. (10/00) (9/01)

6.5.2 Powers and Duties

6.5.2.1 The Recording Secretary shall keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council and Executive Board, and maintain a copy of such minutes in a permanent file at the Mount Hamilton CTA office. Copies of the minutes shall be available at the following Rep. Council meeting. (5/90)

6.5.2.2 The Recording Secretary shall be responsible for the preparation for the distribution of minutes, notice of meetings, and agendas for all meetings to the
members of the Representative Council and Executive Board, and to the membership when appropriate.

6.6 Treasurer

6.6.1 Term of Office

6.6.1.2 The Treasurer must be a certificated employee of the Alum Rock School District. The Treasurer shall be elected annually by the general membership and shall hold office for a one (1) year term beginning with the last item of business at the June Representative Council meeting, or until his/her successor is duly elected and officially assumes office. (10/00) (9/01)

6.6.2 Powers and Duties

6.6.2.1 The Treasurer shall receive all funds belonging to the Association and be responsible for their safekeeping and accounting. (10/00)

6.6.2.2 The Treasurer shall be responsible for maintaining an accurate roster of membership of the Association and for submitting membership and financial reports to CTA/NEA and other agencies as required by law. (10/00)

6.6.2.3 The Treasurer shall regularly prepare and deliver to the Representative Council the latest report on the current financial status of the Association. (6/93)

6.6.2.4 The Treasurer shall, on request of the President, deliver a report on the current financial status of the Association at any meeting. Such request to the Treasurer shall be made not less than 24 hours prior to the date of the special meeting. (6/93)

6.6.2.5 The Treasurer shall maintain a checking account(s) for the payment of Association debts. The President, the Treasurer and at least one other member of the Executive Board shall be authorized to sign checks. Checks shall require at least two signatures.

6.6.2.6 The Treasurer shall pay out funds, upon orders of the President, within the limits of the approved budget within two working days of each regular meeting, but in any case no more than 30 days from receipt at the Association office. No bill shall be allowed to become delinquent.

6.6.2.7 Bookkeeping procedures shall be consistent with recommended CTA procedures.

6.6.2.8 The Treasurer shall, with the President, the President-Elect and the Treasurer-Elect, prepare a budget for the ensuing year.

6.6.2.9 The Treasurer shall present the proposed budget for consideration at the September meeting. (6/93)

6.6.2.10 The Treasurer shall be responsible for an annual audit of the books of the Association and shall distribute a summary of this audit to the Representative Council.

6.6.2.11 The books of the Treasurer shall be open to inspection by any Association member. Request for inspection shall be in writing addressed to the Council, and subject to approval by the Council. The time and place of the inspection,
together with other conditions which may be deemed necessary will be established by the Council.

6.7 CTA State Council Representatives

6.7.1 Requirements and Term of Office (10/00)

6.7.1.1 All CTA requirements for office, election, vacancies, removal and duties shall be followed.

6.7.2 Powers and Duties

6.7.2.1 The CTA State Council Representatives shall attend and take part in the general sessions of the CTA State Council, the State Council committee meetings, and the Santa Clara County Service Center Council meetings at State Council and locally.

6.7.2.2 AREA State Council Reps shall report on the actions of the CTA State Council to the AREA Representative Council. A written report shall be provided to the membership as soon as practical following a CTA State Council Meeting.

6.7.2.3 AREA State Council Representatives shall represent as accurately as possible the attitudes and policies of AREA and the Representative Council.

6.8 Directors (9/01)

6.8.1 Positions

6.8.1.1 There shall be one (1) Director representing:

A. Primary grades (Pre-K, K, 1, 2,)
B. Intermediate grades (3, 4, 5)
C. Middle schools (6, 7, 8)
D. Special Ed (PreK-8)

6.8.1 Requirements, Election, and Term of Office

6.8.2.1 The Directors must be certificated employees of the Alum Rock School District. Each director shall be teaching currently at the grade level(s) which he/she is elected to represent. If a change in assignment occurs which removes him/her from that level, the position shall be declared vacant and a new election held.

6.8.2.2 The directors shall be elected annually by the general membership and shall hold office for a one (1) year term beginning with the last item of business at the June Representative Council meeting, or until his/her successor is duly elected and officially assumes office.

6.8.2.3 For the school year 2011-2012, elections for these positions shall occur within 30 school days of the adoption of these changes in the Bylaws.

6.8.3 Powers and Duties

6.8.3.1 The Directors shall attend and take part in the general sessions of the Representative Council and the Executive Board.

6.8.3.2 The Directors shall convene at least four (4) meetings a year of their constituents. They shall notify the President of the dates for inclusion on the Association activities calendar. A written report of these meetings shall be submitted to the Executive Board and the Representative Council.
6.8.3.3 The Directors shall represent as accurately as possible to their constituents the attitudes and policies of AREA and the Representative Council, and the concerns and issues of their grade levels in AREA meetings.

ARTICLE 7 EXECUTIVE BOARD

7.1 Powers and Duties (10/00) (9/01)

7.1.1 The Executive Board shall advise the President, make recommendations to the President and to the Representative Council, and make recommendations to the President regarding the agenda for the Representative Council meetings. (10/00)

7.1.2 The Executive Board shall coordinate the activities of the Association.

7.1.3 The Executive Board shall act for the Representative Council when school is not in session.

7.1.4 The Executive Board shall recommend the annual budget for submission to the Representative Council. Copies of the proposed budget shall be sent to the members of the Representative Council at least ten days prior to the meeting at which the budget is to be adopted.

7.1.5 The Executive Board shall approve by majority vote appointment of Bargaining Team members.

7.1.6 The Executive Board shall approve by two-thirds (2/3) vote removal of Bargaining Team members. (11/10)

7.1.7 The Executive Board shall adopt grievance procedures, direct the grievance activities of the Association. (11/10)

7.1.8 The Executive Board shall designate at least three members of the Executive Board who shall be authorized to sign checks drawn upon the accounts of this Association. Two authorized signatures shall be required on all checks.

7.1.9 The Executive Board shall approve by a majority vote of all appointments and removals to Association Committees, members, including chairpersons and representatives to other functions requiring Association representation.

7.1.10 The Executive Board shall adopt the Standing Rules for the Association, and exercise all of the business and organizational powers and duties for the Association as prescribed by law and these Bylaws, subject to any restrictions which may be imposed by the Representative Council.

7.1.11 The Executive Board shall be given the authority to approve the expenditures of up to seven hundred dollars ($700.00) on any one issue without prior Representative Council approval. Any greater amount shall be approved by the Representative Council. The President must report to the Representative Council the purpose of any non-budgeted expenditure over $250. (10/00)

7.1.12 In the event of a crisis which is subject to strict timelines and requires immediate action, the President shall have the authority to approve an amount of money sufficient to cover the crisis, provided he/she has the approval of a majority of the Executive Board.

7.1.13 The Executive Board shall review the Newsletter approval policy annually.

AREA Bylaws, Revised 8/15
7.1.14 Direct the bargaining activities of the Association, subject to policies established by the Representative Council. (11/10)

7.2 Composition

7.2.1 The Executive Board shall be composed of: (9/01)
A. Elected officers of the Association.
B. Chairpersons of all Committees (voice only, non-voting). (9/97, 10/00) (9/01)
C. The immediate Past President of the Association (voice only, non-voting). (6/93, 10/00)
D. Santa Clara County Service Center Council and Mount Hamilton Council Reps (voice only, non-voting). (10/00)
E. Members of the Alum Rock Educators Association who are on the CTA Board and NEA Board (voice only, non-voting). (10/00)
F. 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. (11/10)
G. At-Large members of the Executive Board shall be elected for a term of 1 (one) year commencing on the last June meeting of any calendar year. (11/10)
H. 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 (30) days. (11/10)

7.2.2 All elected officers shall have a voice and vote on the Executive Board. (10/00) See Article 6.1 (7/10)

7.2.2.1 A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

7.2.3 The President shall be the Chairperson of the Executive Board.

7.3 Meetings (9/01)

7.3.1 The Executive Board shall meet on the school Mondays prior to the Monday on which Representative Council meets, and other dates as set in the calendar. The Executive Board may by majority vote, set the date of its next regular meeting. (9/01)

7.3.2 A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

7.3.3 The Executive Board shall be open to all Association members. Closed sessions may be held to discuss negotiations, grievances and other personnel matters.

ARTICLE 8 REPRESENTATIVE COUNCIL

8.1 Powers and Duties

8.1.1 The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.

8.1.2 The Representative Council shall have the power to act on all business of the Association not reserved for the general membership or the Executive Board.

AREA Bylaws, Revised 8/15
8.1.3 The Representative Council is elected on the basis of one-person, one vote.

8.1.4 The Representative Council shall establish Association policies and objectives.

8.1.5 The Representative Council shall have the power to adopt the annual budget on or before the first meeting of the school year and approve additional expenditures of all moneys not included in the budget.

8.1.6 No member of the Representative Council shall have more than one vote on any issue.

8.1.7 The Representative Council shall approve the establishment or discontinuance of committees recommended by the Executive Board.

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

8.1.9 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.

8.1.10 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.

8.1.11 Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.

8.1.12 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.

8.1.13 Members of the Representative Council shall serve a term of one (1) year(s). (EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES WHOSE TERMS ARE SET BY CTA.)

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

8.2. Composition

8.2.1 The Representative Council shall be comprised of the following members:
A. Executive Board Members. (9/97) (9/01)
B. Site Representatives.
C. Caucus Representatives (voice only, non-voting). (10/00)
D. National Education Association Delegates (voice only, non-voting). (10/00)
E. Santa Clara County Service Center Council Representatives (voice only, non-voting). (10/00)
F. Mt. Hamilton Council Representatives (voice only, non-voting). (6/93, 10/00)
G. Committee Chairs (voice only, non-voting). (9/01)

8.2.2 Representatives elected on the basis of one-person, one-vote.

8.2.3 A roster of the current certified representatives shall be maintained by the Corresponding Secretary. (6/93)
8.2.3 Site Representatives

8.2.3.1 Requirements, Election and Term of Office.

8.2.3.1.1 Number of Site Representatives

Each site unit shall be entitled to at least one representative and shall have one (1) representative for each 20 Active members on the faculty, or major faction thereof. Sites with 31 – 50 members get two (2) representatives and 50 – 70 get three (3) representatives.

8.2.3.1.2 Active members who are not represented through an individual school site group shall be counted as a special faculty/site unit group entitled to the same representation on the Representative Council as individual school site groups. (11/10)

8.2.3.1.2 The Site Representative shall be chosen by a written vote of the members of that voting unit. Any AREA member at a site may volunteer to become the site representative, but a vote must be conducted to confirm the volunteer’s appointment. A Site Representative shall not conduct an election in which he/she is a candidate.

8.2.3.1.3 The election for the Site Representative shall be held in May. The newly elected Site Representative shall attend the June meeting but shall not have voting rights until the September meeting.

8.2.3.1.4 The Site Representative will assume office at the first regular meeting of the Council in September, and will continue in office until the next September, or until a successor is elected.

8.2.3.1.5 The Site Representative shall be a member of the voting unit. If an elected representative leaves the voting unit, a new representative shall be elected by the voting unit. (6/93)

8.2.3.1.6 Vacancies. Vacancies in the office of Representative for whatever cause can be filled by properly elected replacements.

8.2.3.2 Powers and Duties

8.2.3.2.1 Faculty Representatives shall:

Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;

8.2.3.2.2 Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;

8.2.3.2.3 The Site Representative shall conduct Association elections in the voting unit. The Site Representative may not conduct an election in which he/she is a candidate.
8.2.3.2.4 The Site Representative shall maintain the Faculty Representative Book. This book shall contain such information as may be required for the proper functioning of the Faculty Representative.

8.2.3.2.5 The Site Representative shall maintain a current list of all bargaining unit members of his/her voting unit. A copy of this list shall be given to the AREA membership chair, president, and organizing chair and corresponding secretary.

8.2.3.2.6 The Site Representative shall represent as accurately as possible and as objectively as possible the attitudes and policies of the members of the voting unit. (6/93) 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. (11/10)

8.2.3.2.7 The Site Representative or a designee shall be trained annually in grievance procedure and shall represent a member in the grievance or complaint procedure, or, when asked by a member, assist him/her in resolving any conflicts at the site.

8.2.3.2.8 The Site Representatives (or alternates) shall be certified as members of the Elections Committee by participating in an elections training annually. (6/93)

8.2.3.2.9 Perform such additional duties as prescribed by the Executive Board.

8.2.4 Caucus Representatives

8.2.4.1 Requirements, Election and Term of Office

8.2.4.1.1 A caucus shall be defined as a special interest group of AREA members who shall have signed and delivered to the Executive Board of AREA a petition requesting recognition as a caucus. The Executive Board shall then act upon the petition by granting or denying such recognition. (6/93)

8.2.4.1.2 The petition shall include the 1) name of the group, 2) the purpose of the organization, 3) a list of caucus members and their schools, 4) at least two names of leaders or elected officers, 5) a projected plan for meetings, and 6) the name of the Site representative to AREA meetings. (6/93)

8.2.4.1.3 All caucus expenses shall be borne by the caucus.

8.2.4.2 Powers and Duties

8.2.4.2.1 Voice on the Representative Council shall be granted to the Representative of a recognized caucus. (6/93)

8.2.5 NEA Delegates

8.2.5.1 Requirements, Election and Term of Office (10/00)

8.2.5.1.1 Delegates to the NEA Assembly shall comply with CTA/NEA governance documents.

8.2.5.1.2 The term of office shall be one year in accordance with NEA Rules and Regulations.
8.2.5.2 Powers and Duties

8.2.5.2.1 The Delegate(s) shall attend and take part in the general sessions of the NEA Representative Assembly, and the meetings of the California Caucus, representing as accurately as possible the attitudes and policies of the membership of AREA and the Representative Council.

8.2.5.2.2 The Delegate(s) shall submit to the AREA President a written report on the major actions of the NEA Representative Assembly by August 15. (6/93)

8.2.5.2.3 The Delegate(s) shall have voice in the Representative Council.

8.2.6 Santa Clara County Service Center Council Representative

8.2.6.1 Requirements, Selection and Term of Office

8.2.6.1.1 The President shall appoint the representative to the Santa Clara County Service Center Council.

8.2.6.1.2 The Service Center Council Representative shall comply with Service Center Council governance documents.

8.2.6.1.3 The Service Center Council Representative must have previously served or presently be a member of the Executive Board.

8.2.6.1.4 The term of office shall be one year.

8.2.6.2 Powers and Duties

8.2.6.2.1 The Service Center Council Representative shall attend Santa Clara Service Center Council meetings.

8.2.6.2.2 The Service Center Council Representative shall report to the Representative Council the activities of the Service Center Council.

8.2.7 Mount Hamilton Council Representatives

8.2.7.1 Requirements, Selection and Term of Office

8.2.7.1.1 The President shall appoint the representatives to the Mount Hamilton Uniserv Council.

8.2.7.1.2 The Mount Hamilton Council Representatives shall comply with the Mount Hamilton Council governance documents.

8.2.7.1.3 The Mount Hamilton Council Representatives must have previously served as or presently be members of the Executive Board.

8.2.7.1.4 The term of office shall be one year.

8.2.7.2 Powers and Duties

8.2.7.2.1 The Mount Hamilton Council Representatives shall attend all Mount Hamilton Council meetings.

8.2.7.2.2 The Mount Hamilton Council Representatives shall report to the Executive Board the activities of the Mount Hamilton Council. (9/02)

8.2.9 Committee Chairs (see Article 9)
8.3 Representative Council Meetings

8.3.1 The Representative Council shall meet at least one Monday each month during the school year. (6/93) (9/01)

8.3.1.1 The Rep Council shall establish annually a beginning time for the Representative Council meetings. (9/01)

8.3.1.2 The Council may, by majority vote, set the date and time of its next regular meeting. (9/01)

8.3.1.3 Notice and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council two days prior to the date of the meeting. (11/10)

8.3.2 A quorum of the Representative Council shall consist of a simple majority of the Site Representatives or alternates, and two elected officers. (6/93) (7/10)

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

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

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

8.3.5 The Representative Council meetings shall be open to all AREA members. Any member shall have the right to address the council on any agenda item at any regular meeting, following recognized rules of order. The Presiding Officer shall provide for general membership comments on any items not on the agenda as an item of new business.

8.3.6 The elected and appointed officers shall have the right to address the council on any issue at any meeting prior to the call for a vote. The Presiding Officer shall be required to recognize and allow an officer to speak to any issue.

8.3.7 Vacancies may be filled by properly elected replacements. (11/10)

ARTICLE 9 COMMITTEES

9.1 Establishment of Committees

9.1.1 Standing committees may be established and discontinued by the Executive Board, subject to approval by the Representative Council.

9.1.2 Ad Hoc Committees may be established by the Representative Council and/or the Executive Board for a specific purpose by a majority vote.

9.2 Committee Chairpersons

9.2.1 Selection and Term of Office

9.2.1.1 The President shall appoint committee chairpersons. (6/93)

9.2.1.2 Appointments of chairpersons shall be with the approval of the Executive Board and the Representative Council. (10/00)
9.2.1.3 The term of office of a chairperson shall end at the close of the June meeting. The chairperson may be reappointed.

9.2.1.4 A chairperson must be a certificated member of AREA. (6/93, 10/00)

9.2.1.5 A chairperson may be removed by the President with the approval of the Executive Board or by a majority vote of the Representative Council.

9.2.1.6 Any elected officer who is offered and accepts an administrative position in the Alum Rock Union Elementary School District may no longer hold office for a period of one year from the date of termination of the position. Temporary appointments of three (3) days or less are exempt from this provision. (7/10)

9.2.2 Powers and Duties

9.2.2.1 The chairpersons shall attend and have a voice only, non-voting, at all Representative Council meetings and those Executive Board meetings when the committee for which they are chair is placed on the agenda. (10/00) (9/01) (10/14)

9.2.2.3 The chairpersons shall regularly convene their committees on the Mondays designated for committee meetings on the Association activities calendar unless an alternate calendar is approved by the President. The chairpersons shall direct the activities of their committees. (9/01)

9.2.2.4 The chairpersons shall submit a written report to the Executive Board and Rep. Council after each scheduled committee meeting and at other times as necessary. (9/01)

9.3 Standing Committees

9.3.1 There may be the following committees of at least one (1) member each:

A. Elections
B. Employee Benefits
C. Grievance
D. Human Rights
E. Membership
F. Negotiations
G. Strategy (9/02)
H. Newsletter
I. Political Involvement P.A.C./P.I.C. (9/01) (7/10)
J. Community Outreach (9/02)

9.3.2 Elections

9.3.2.1 Compositions and Duties

9.3.2.1.1 There shall be an appointed Elections Committee.

9.3.2.1.2 The duties of the elections Committee shall be to:
A. ensure that all AREA/CTA/NEA election codes and timelines are followed;
B. establish election timelines;
C. develop and carry out procedures and guidelines;
D. prepare ballots for election of officers and such other elections as may be necessary;
E. count the ballots and certify the results; and
F. handle initial challenges. (3/93)

9.3.3 Employee Benefits
9.3.3.1 The committee chair shall be the Alum Rock Education Association Representative to the Benefits Education Committee. 6/93 (7/10)
9.3.3.2 The committee shall provide background information on benefits to the negotiations team.

9.3.4 Grievance
9.3.4.1 The Executive Board shall adopt, with the approval of Rep Council, the procedures for grievance processing. (11/10)
These procedures shall include, but are not limited to, the following:

1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
2. Training for handling grievances; and
3. Evaluation of the Association’s grievance policies and procedures. (11/10)

9.3.5 Human Rights
9.3.5.1 The committee shall facilitate the implementation of the goals and objectives as outlined in the CTA Human Rights Handbook. (6/93)
9.3.5.2 The committee shall work closely with the Service Center Human Rights Contact in order to provide information as well as services to the local association.

9.3.6 Membership
9.3.6.1 The committee shall maintain a current roster of the membership.
9.3.6.2 The committee shall encourage agency fee payers to become full active members of the Association.

9.3.7 Bargaining
9.3.7.1 Composition
9.3.7.1.1 The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
9.3.7.1.2 Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
9.3.7.1.3 The number of members on the bargaining team shall be set by the Standing Rules. (6/93) (11/10)
9.3.7.1.4 Members of the team shall be given proper training through workshops given by the CTA Negotiations Institute and other groups.
9.3.7.1.5 At least one member of the Bargaining Team shall be on the contract writing team prior to bargaining.

AREA Bylaws, Revised 8/15
9.3.7.1.6 Persons who accept administrative positions in the Alum Rock Union Elementary School District are ineligible for this committee for at least one year from termination of the position. Temporary appointments of three (3) consecutive days or less are exempt from this provision. (6/93)

9.3.7.1.7 The Executive Board, by a two-thirds (2/3) majority, may remove a member of the bargaining team. (6/93) (11/10)

9.3.7.1.8 The members of the team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires. (11/10)

9.3.7.2 Powers and Duties

9.3.7.2.1 The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.

9.3.7.2.2 The Chairperson shall be the spokesperson for the Association at the bargaining table. The Chairperson shall establish the ground rules for team strategy at the bargaining table. (6/93)

9.3.7.2.3 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. (6/93) (10/00) (11/10)

9.3.7.2.4 Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contact proposal for each appropriate unit shall be approved by Representative Council in that unit. (11/10)

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

9.3.7.2.6 Agreements reached between the bargaining team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership. (6/93) The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by Active membership. (11/10)

9.3.7.2.7 The membership of the Association shall ratify all aspects of the contract unless there is a strict timeline which requires immediate action. In such case, the Representative Council may act on behalf of its constituents at a regular or special meeting. If traditional calendar schools are not in session, the Executive Board may ratify any parts for which immediate action is needed. (6/93)

9.3.7.2.8 Should the need arise that negotiations continue through the summer, the members of the bargaining team shall be paid the hourly rate of pay as listed in the Collective Bargaining Agreement by the Association. (7/10)
9.3.8 **Strategy** (9/02)

9.3.8.1 The committee shall assist in dissemination of information to the membership as authorized by the president, the Executive Board, or the Representative Council. (9/02)

9.3.8.2 The committee shall provide research as authorized. (9/02)

9.3.8.3 The committee shall assist in organizing the membership to respond appropriately to issues which arise. (9/02)

9.3.8.4 The committee may develop a long-term strategy of membership support for such issues. (9/02)

9.3.9 **Newsletter**

9.3.9.1 The newsletter shall reflect the positions and policies of the Association.

9.3.9.2 The chairperson shall be the editor of the newsletter.

9.3.9.3 The committee shall communicate to the membership significant actions taken by the leadership and Representative Council and any articles of interest that pertain to education at the local, state, and national level.

9.3.9.4 The committee shall work closely with committee chairpersons to inform the membership of current issues.

9.3.9.5 The committee shall publish monthly newsletters to the membership. (9/01)

9.3.9.6 The Executive Board shall establish annually a procedure for approval of the newsletter prior to publication.

9.3.10 **Political Involvement** (9/01)

9.3.10.1 The Chairperson shall attend regularly scheduled Santa Clara County PIC meetings and provide a report to the Executive Board and the Representative Council.

9.3.10.2 The Political Involvement Committee chair shall be the Association contact person for the National Education Association/Fund for Children and Public Education. (9/01)

9.3.10.3 The Committee shall implement the Association’s endorsement procedures for School District elections as outlined in the Standing Rules, as well as for other general elections under CTA guidelines. (6/93)

9.3.10.4 The Committee shall organize political involvement for any campaigns which the Association has taken a position and wishes to become active. (6/93) (9/01)

9.3.11 **Community Outreach** (9/02)

9.3.11.1 The committee shall serve as a liaison between AREA and parent/community groups by attending meetings and reporting to the Executive Board and the Representative Council.

9.3.11.2 The Executive Board and/or the Representative Council may recommend action, request further information, or take a position.

9.4 **District Committees**
9.4.1 Members of AREA may serve as representatives of AREA on only those District Committees in which participation has been approved by the Executive Board or the Representative Council.

9.4.2 The President of the Association shall have the authority to appoint (a) representative(s) from AREA to participate in District Committees approved by the Executive Board or Representative Council.

9.4.3 Members appointed to approved District Committees shall represent as accurately as possible the attitudes and policies of the membership of AREA and the Representative Council.

ARTICLE 10 BALLOTING AND ELECTION PROCEDURES

10.1 Nominations and Elections

10.1.1 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.

10.1.1 Nomination and Election of AREA Officers

10.1.1.1 President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer and Directors shall be elected by the general membership.

10.1.2 Other Elected Positions

10.1.2.1 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.

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

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

10.2 Issues

10.2.1 Contract Ratification

10.2.1.1 Upon reaching "tentative agreement" with the School Board on a negotiated contract or reopeners the Association shall: (6/93)

10.2.1.1.1 Notify the membership of said agreement, and

10.2.1.1.2 Print and post a copy of said agreement in each school for a minimum of five (5) work days before the ratification vote. (6/93)

10.2.1.2 A general membership meeting may be called for the purpose of presentation and discussion of the proposed "tentative agreement".

10.2.1.3 A vote to ratify shall be by secret ballot.
10.2.1.4 Ratification shall be by a majority (1 over half) of the legal votes cast by Bargaining Unit Members. (6/93) (7/10)

10.2.1.5 The contract or reopeners shall be voted upon as a whole package. Calendar as a reopener can be ratified separately. (6/93)

10.2.1.6 Ratification votes on tentative agreements reached during a time when school is not in session may be taken when school resumes. If the nature of the agreement is such that waiting would be impractical, the Executive Board may ratify by a majority vote. The membership of the Association shall ratify all aspects of the contract unless there is a strict timeline which requires immediate action. In such case, the Representative Council may act on behalf of its constituents at a regular or special meeting. If traditional calendar schools are not in session, the Executive Board may ratify any parts for which immediate action is needed. (6/93)

10.2.1.7 Side letters of agreement must be ratified by the Representative Council. A copy of any ratified side letter must be sent to every member. (6/93)

10.2.2 Initiative, Referendum and Recall

10.2.2.1 The general membership may petition the Council to hold an initiative, referendum or recall election.

10.2.2.2 A statement of the reasons for the proposed initiative, referendum or recall shall be part of the petition.

10.2.2.3 Such petition must bear the signatures, together with the voting unit of the signer, of not less than 20% of the members of AREA, and further provided that the recall petitions must contain one or more signatures from each of not less than 51% of the voting units. (6/93)

10.2.2.4 Any member of the Representative Council or Executive Board may be recalled by a majority vote of his/her electoral group.

10.2.2.5 Members have the right of initiative and/or referendum on any action of the Representative Council or the Executive Board.

10.2.2.6 Initiative, referendum or recall petitions shall be referred to the Elections Committee which shall be responsible for conducting any election pursuant to this article not more than twenty (20) school days following receipt of a valid petition. If any person other than the President is recalled, the Elections Committee shall conduct an election within 30 days to fill the vacancy. The President shall be replaced by the Vice President. Should both be recalled then an election for both vacancies shall be held within 30 days.

10.2.3 Other Issues

10.2.3.1 Surveys, polls, etc., may be conducted at the direction of the Executive Board or Representative Council.

10.3 Balloting and Election Procedure for General Membership Elections

10.3.1 Elections shall be conducted with:
   A. Open nomination procedure
   B. Secret ballot
   C. All member vote
D. Record of voters receiving or casting ballots
E. Majority vote unless otherwise specified

10.3.2 The Elections Committee shall be responsible for implementing the elections procedures in the Standing Rules.

10.4 Election Committee

10.4.1 The duties of the Election Committee shall be:
A. Ensure that all Association/CTA/NEA election codes and timelines are followed;
B. Establish election timeline;
C. Develop and carry out timelines and procedures;
D. Prepare ballots for election of officers and such others elections as may be necessary;
E. Count the ballots and certify the results;
F. Handle initial challenges.

ARTICLE 11 GENERAL MEMBERSHIP MEETINGS

11.1 Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.

11.2 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 prior to the meeting except during crisis situations.

11.3 For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places, and times.

11.4 A quorum for meetings of the Association shall be 10% of the active membership.

ARTICLE 12 PARLIAMENTARY AUTHORITY

12.1 The Association shall be governed by its Articles of Incorporation, the Bylaws, the Standing Rules, and such other actions as the Representative Council and the Executive Board may take consistent therewith.

12.2 Robert's Rules of Order, current edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

ARTICLE 13 AMENDMENTS

13.1 These Bylaws may be amended by a two-thirds (2/3) vote of the faculty Representatives at any regular or special meeting of the Representative Council, provided notice in writing of a proposed Bylaws amendment shall have been submitted to the Recording Secretary and announced to all members of the Representative Council present at the meeting preceding the one at which a vote is to be taken.

ARTICLE 14 SAVINGS

14.1 If any provision of these Bylaws is held by CTA/NEA or by courts of competent jurisdiction to be contrary to CTA/NEA policies or civil law, then such provision will be deemed invalid, to the extent required, but all other provisions shall continue in full force and effect.
Alum Rock Educators Association
1-Series: Standing Rules for Elections

Rule 1.1 Elections Committee

1. There shall be an Elections Committee.

2. The Elections Committee and the Chairperson shall be appointed by the President and approved by the Executive Board to which it is responsible at the beginning of each school year.

3. The Committee should be composed of at least three (3) members 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.

Rule 1.2 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) calendar 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 or on dues paying leave shall be sent election information by mail to his/her last known residence.

5. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.

6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

If a roster/sign-up sheet of Active members is prepared for a school site ahead of time, initials of the member may be accepted.
Rule 1.3 Announcement

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

Rule 1.4 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 date postmarked) for declaration of candidacy forms;
   d. Final date to acknowledge candidates' declaration of candidacy;
   e. Date for preparation of ballots;
   f. Date on which ballots will be distributed;
   g. Date by which to request a ballot;
   h. Date(s) when voting will take place;
   i. Deadline date (date received, not date postmarked), time and place for return of ballots;
   j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
   k. Date that announcement of results shall 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;
   l. Dates and timelines for run-off election, if necessary; and
   m. Deadline for filing of challenges to initial election and run-off if held (date received, not date postmarked).

Rule 1.5 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 use of links to any Association website by a candidate is prohibited.

5. Candidates cannot campaign on any chapter, Service Center Council, UniServ or district created social networking site.

6. District email addresses and/or systems shall not be used for campaigning.

7. 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. This prohibition includes candidate email addresses.

Rule 1.6 Candidates 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.

Rule 1.7 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.

   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.

2. The ballot shall state the name of the office/position, the term, and the names of the candidates.

3. The ballot shall include space for a write-in candidate, except in run-off elections.

Rule 1.9 Distribution of Ballots and Method of Voting
(Both voting methods must be included in your standing rules)

1. Each method of voting must be included in your standing rules in order for your bylaws and standing rules to be in compliance with CTA.

2. Each member shall receive a ballot. 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.

3. Voting shall be by one or a combination of the following methods:
   a. At School/Work Site/Specified Voting Site
1) On Site Voting – Using Ballot Box
   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. Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
   d) Preliminary counts shall not be completed at school/work sites.
   e) Refer to Section K for the “Counting of Ballots” procedures.

2) On Site Voting - 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/work address.
   b) The voter shall be provided with the following:
      (1) A ballot;
      (2) Instructions on:
         (a) Folding and placing of the ballot in the unsigned inner envelope;
         (b) Placing of the unsigned inner envelope into the outer envelope;
         (c) Signature and school on the outer envelope addressed to the chapter; and
         (d) 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) Refer to Section K for the "Counting of Ballots" procedure.

b. Voting By Mail

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/work and home address.

2) A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.

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) A small envelope (inner envelope) in which to place the voted ballot; and
   d) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.

4) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.

5) The name on the official list should be marked to show that the voter has returned a ballot.

6) The outer envelopes shall then be opened and put in a separate stack for safekeeping.

7) All inner envelopes shall be placed in a separate container.

8) All inner envelopes shall be opened and the ballots removed from the envelopes, stacked, and then counted.

9) Refer to Section K for the "Counting of Ballots" procedure.

Rule 1.10 Electronic Voting

Electronic voting is only permitted through the CTA Elections and Credentials Committee and CTA Board approval. See Requirements for Chapter Elections Procedures, Section VII.4., pages 4-5 for requirements.
Rule 1.11 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 for each office/position on the ballot.

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: The election will be by majority vote and will follow the requirements set forth in the CTA Elections Manual. (See the Election Timelines, Procedures, and Guidelines in Sections IV-9.2 and IV-9.3 of the CTA Elections Manual.)
   a. If a unit is a single electoral district, the election for State Council Representative will be counted and reported by the chapter elections committee.
   b. If the unit is within a multiple unit electoral district, the chapter returns the chapter tally sheet, voted ballots, and voter roster/sign-up sheets to Service Center Council Elections Committee by deadline date. A minimum of two (2) signatures will be required to validate the tally report.

6. If no candidate receives 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. 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 with the determination to be made in advance of the announcement of the election by the local. Results must be sent to the CTA Governance Support Department.

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 overseen by the Service Center Council. The local Elections Committee shall submit to the Service Center Council the official CTA/NEA state delegate election Teller’s Report, ballots, Tally Sheets and signature sheets/rosters. The Service Center Council will forward the results to CTA.

10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.
Rule 1.11 Counting of Ballots

1. The Elections Committee shall verify signature sheets with ballots received, which should be completed immediately following the deadline for receipt of voted ballots.

2. Each office/position on the ballot shall be treated as a separate race. If a majority vote is required, it shall be calculated as more than half of the legal votes cast for each office/position on the ballot.

3. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
   a. Member not listed on the voter roster;
   b. Voter's intent unclear;
   c. Votes cast for more than number allowed;
   d. Votes cast on unofficial ballot (probably reproduced);
   e. Candidate is not a member.

4. Ballots set aside and not counted are:
   a. More ballots than signatures;
   b. Ballot(s) received after deadline;
   c. Voting envelopes without a signature; and
   d. Ballots that are separated from roster/sign-up sheet.

5. After verification of signatures, ballots shall no longer be separated by site. (Amended June 2011)

6. The Elections Committee should categorize each illegal ballot, make a determination of whether the vote(s) in that category should be counted separately, as listed in four (4) above, and make a note of the decision. The ballots should remain separate.

7. 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. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.

8. 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 worksite no later than five (5) calendar days following the counting of the ballots. (Amended June 2011)

9. The ballots and voter sign-up sheets should be retained by the unit for one (1) year after the election.
Rule 1.13 Observers

1. Each candidate shall be allowed to have one (1) observer, who may be the candidate, at the vote counting site and shall give the name of the observer to the Elections Committee before counting.

2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results and has notified each candidate of the results. The observer must maintain the confidentiality of the election process.

Rule 1.14 Challenge Procedure

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


3. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number five (5).

   The notification must be on the official CTA Challenge Form. (See Appendix P of CTA Elections Manual)

4. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. 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.
   e. Within the same ten (10) calendar day period, the unit’s Elections Committee shall submit a written report including issues and recommendations to the Chapter President and the Executive Board.
   f. The names of challengers and challenge forms shall remain confidential. (Amended June 2011)

5. Any member of the Executive Board who was a candidate in a race that is challenged, or whose immediate family member is such a candidate, shall recuse themselves from discussion of and voting on the challenge. If in the case where the majority of the Executive 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.

(Amended June 2011)

6. The Executive Board shall act on the report no later than ten (10) calendar days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in the CTA Challenge Procedures – Local/Service Center Council Elections of the CTA Elections Manual. The names of challengers and challenge forms shall remain confidential. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.  

(Amended June 2011)

7. If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described below by writing to the CTA President.

8. If the challenging party(ies) wish(es) to appeal the decision of the unit’s governance body, s/he may file an appeal in writing to the CTA President within ten (10) calendar days from the date of the decision of the governance body. The appeal shall be the original challenge filed at the unit level, and additionally shall include the local Elections Committee report and the Executive Board’s decision.

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.

Rule 1.15 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 (3) 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) calendar 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 three (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 fifteen (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.

AREA Bylaws, Revised 8/15
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

**Rule 1.16 Referendum Procedures**

1. Any action or proposed action of the Executive Board shall be referred to a vote of the Active membership upon two-thirds (2/3) vote of the Executive Board 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 fifteen (15) calendar days after action by the Executive Board, 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.

**Rule 1.17 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. Any Active member(s) desiring to recall a unit officer or other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.

3. The petition must include the following information:
   a. Name of individual who is the subject of the recall;
   b. Office of individual;
   c. Date of petition;
   d. Name(s) of person(s) filing petition;
   e. Notation that "Each signature must be in ink"; and
   f. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.

4. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
   a. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s).
   b. If the petition contains the necessary information, the Chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures and timeline (beginning...
date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.

c. The Chairperson of the Elections Committee shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.

5. Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.

6. No unit may state or indicate its preference in the unit's newspaper, newsletter or communications to its members.

7. The timeline for gathering of signatures will commence the day that the notice of intent is registered.

8. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) of the Active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent (25%) of the members of the electing constituency.

9. The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.

10. The Elections Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.

11. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5) calendar days of verifying the signatures, that the petition failed for a lack of signatures.

12. Immediately upon verification of the signatures, the chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.

13. The chapter President, or the chapter Vice-President if the chapter President is the person being recalled, shall cause a ballot to be furnished to Active members no less than twenty (20) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.

14. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.

15. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.

16. The election shall be certified in accordance to the unit's bylaws.

17. The Chairperson of the Elections committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.
2-Series: Standing Rules for Expenses

**Rule 2.1 Funding**

1. All claims (except for the NEA Representative Assembly) must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim, sent to the Chapter Treasurer and the Chapter President and shall require approval by the Executive Board.

2. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval by the Executive Board. (3/03) The Executive Board may impose a penalty of 10% of the amount of the claim per month beginning after the thirtieth day. Upon a member’s third appeal to the Executive Board, the Chapter President will offer appropriate assistance. (3/03)

3. Claims for the NEA Representative Assembly must be filed by August 15. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim, sent to the Chapter Treasurer and the Chapter President and shall require approval by the Executive Board. Penalties for late claims for the NEA Representative Assembly would begin after August 15, if imposed. (3/03)

4. Reimbursement checks are written on the Mondays of AREA meetings and during the summer by arrangement. It is necessary to have the expense form turned in a minimum of three days prior to the meeting if it involves more than one receipt or a major expense. (3/03)

5. Reimbursement checks must be cashed or reported lost within 60 days of receipt of check, or check is void and may not be reissued.

6. A stop-payment will be placed on a lost check (cost $10 or bank fee) and a new check for $10 (or bank fee) less than the original amount will be written.

7. Reports for conference attendance should include itemized expenses, following CTA guidelines. The CTA expense form is acceptable.

8. Written summaries may be required of conference attendees. (9/02)
   a. Written reports must be submitted by officers and committee chairs who are funded by AREA to attend conferences. (9/02)
   b. AREA-funded NEA-RA attendees must submit a written report. (9/02)
   c. Conferences awarded or assigned by the AREA Executive Board may not require a written report. (9/02)

9. Appeals regarding the reimbursement of expenses may be made to the Executive Board.

10. AREA-funded attendees at the CTA Summer Institute and the Region I Political Academy must be approved by the Executive Board.

**Rule 2.2 Reimbursement Guidelines**

Reimbursement for expenses for AREA members shall be made according to CTA guidelines unless otherwise directed by the Standing Rules through action of the Executive Board.

**TRAVEL**

1. Plane - actual, most economical coach fare (receipt required). (9/02)
2. Train or bus - actual fare (with receipt).

AREA Bylaws, Revised 4/12
3. Auto
   a. Forty-four and 5-tenths (44.5) cents (or CTA amount) per mile round trip by shortest highway route; however mileage reimbursements cannot exceed the cost of coach plane fare. (9/02) (5/06)
   b. Mileage to and from the member’s home airport at forty-four and 5-tenths (44.5) cents (or CTA amount) per mile. (9/02) (5/06)
4. Airport Shuttle: AREA will reimburse the cost of airport shuttles to and from the meeting site, if you are arriving or leaving at times other than when the CTA shuttle is running. Taxi fare shall be reimbursed only when no other form of transportation is available (receipt required). (5/06)
5. Parking – actual costs of airport parking and hotel parking (receipt required). (5/06)

LODGING
1. The cost of a single-occupancy hotel room (CTA rates) (with actual hotel bill as receipt). A written report may be required. (8/98) (9/01) (9/02) (5/06)
2. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
3. Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
4. A maximum of six dollars ($6.00) (or CTA amount) per day for portage is reimbursable. (9/01) (9/02)

MEALS
Actual amounts paid including tax and tip, not exceeding $65.00 (or CTA amount) for any one day, except for days when meals are provided by NEA, CTA, or AREA, when a maximum of $45.00 applies. Receipts are required for meals costing $35.00 or more. Extra meals required by auto travel are not reimbursable. (9/01) (9/02) (5/06)

RECEIPTS
Receipts must accompany claims for plane, train, hotel, or motel. (1/94)

Rule 2.3 Conference Expenses
1. Expenses for attendance at conferences shall be made according to CTA guidelines unless otherwise directed by the Standing Rules through action of the Executive Board.
2. Reimbursement for attendance at two conferences per year (excluding the NEA RA, the Presidents Conference, the Summer Institute, and the Region I Political Institute) shall be given to elected officers of the Association. (9/02)
3. Reimbursement for attendance at one conference per year (excluding the NEA RA, the Presidents Conference, the Summer Institute, and the Region I Political Institute) shall be given to committee chairs. (9/02)
4. Reimbursement for conference attendance for committee chairs shall be limited to $800. Elected officers may attend two conferences, but combined costs may not exceed $1600. (4/98)
5. Conference attendees will be reimbursed for the cost of a single room (CTA rates). Elected officers and committee chairs must submit a written report with the expense form and appropriate documents. (8/98) (9/02)
6. Association members who are funded to attend any conference or event are expected to attend the meetings at the conference and to be active in the Association in order to share the expertise gained at the conference. In cases where registration and/or other expenses are prepaid by the Association, if the member is unable to attend, he/she is expected to contact the Association and AREA Bylaws, Revised 8/15
find an appropriate replacement or reimburse the Association for the amounts already spent. Members who do not comply will receive no further funding for attendance at events. Extenuating circumstances may be appealed to the Executive Board.


**Rule 2.4 NEA Representative Assembly**

1. **AREA Local Delegates** AREA Delegates are reimbursed for registration, travel, lodging, and meals (using CTA guidelines for $ amounts) while attending the NEA RA. Attendees must submit a written report with the expense form and appropriate documents. The cost of a single room (CTA rates) may be reimbursed. Copies of the written reports shall be distributed to Rep. Council. (9/02)

2. **State Delegates** Any AREA Delegate who is eligible to attend as a state delegate and does so, thus allowing another AREA delegate to attend, can receive further reimbursement from AREA, to equal the amount received by AREA Delegates. They should total their expenses according to the guidelines given by CTA and turn them in to CTA for reimbursement (up to $1250 or CTA amount). The difference between that and the allowed expenditures will be paid by AREA upon receipt of copies of the expense statement and receipts. It is possible that this amount will cover your expenses and you will not have to submit anything to AREA (other than expenses for the Pre-Conference on Minorities and Women). If an attendee submits a written report with the expense form and appropriate documents, the costs for the full amount of a single room (CTA rates) may be reimbursed. Copies of the written reports shall be distributed to Rep. Council. (5/06)

3. **Pre-Conference on Minorities and Women** Both local and state delegates from AREA shall be eligible to attend the Pre-Conference on Minorities and Women. Costs to be reimbursed by AREA are one night hotel room between the Pre-Conference and the RA, meals not covered by the Pre-Conference fees, and registration for the conference.

4. **Human and Civil Rights Dinner** When possible, tickets for the Human and Civil Rights Dinner will be purchased for AREA State and Local Delegates who wish to attend and so indicate in writing to the AREA President who will designate a delegate (the “whip”) to purchase and distribute the tickets. If there are fewer tickets available than requested, a lottery will be held at the first California caucus meeting to determine which delegates will attend. If a delegate is unable to attend the dinner, the cost of the ticket shall be deducted from the delegate’s daily meal allowance unless it is used by another AREA delegate. (9/01)

5. **Registration** AREA Delegates and State Delegates will receive reimbursement for the California Caucus registration ($20 or the amount paid to CTA) upon receipt of a copy of your Registration and Housing form. (9/01)

6. **Timelines**
   1. AREA Delegates may apply for an advance of $750 (or the amount advanced by CTA to State Delegates). This request must be received by (first Monday in June).
   2. Other expenses will be reimbursed upon receipt of expense voucher (attached), appropriate receipts and, for local delegates, your report on the RA. The voucher and receipts must be received by August 15 after the RA. (9/01)
      a. You can give the expense form and receipts to the treasurer at the RA.
      b. You can mail it to the treasurer at home:

AREA Bylaws, Revised 4/12
7. **Attendance** The AREA President shall designate one of the delegates (the “whip”) to hold an orientation meeting in San José to hand out and explain the Series 2 Standing Rules on Standing Rules for Expenses, including 2.1, 2.2, 2.3, and 2.4. This delegate, the whip, shall also keep attendance records at California Caucus and NEA Representative Assembly meetings and distribute tickets to the Human and Civil Rights Dinner if available. Any absences and/or consistent late arrivals/early departures will be reviewed by the AREA Executive Board for possible pro-rated loss of reimbursement. (9/01)

**All receipts must be received by August 15, as we close our books for the year on August 31.** *(1/94)*

Refer to **Standing Rule 2.1 Funding** for further information.

**Rule 2.5 AREA Credit Card**

1. It is the policy of AREA to provide a credit card to the AREA President. This card will be a Visa or MasterCard issued by a financial institution recommended by the AREA treasurer.
2. Charges will be billed directly to AREA.
3. This card will not be used by the President at any time for personal use.
4. All charges will be directly related to line items in the AREA budget.
5. Cash advances are not allowed.

*(10/97), *(4/98)*

**Rule 2.6 President’s Budget**

The following are appropriate for expenditures by the AREA President:

1. Business meals not designated to other categories.
2. Cellular phone not to exceed $100/month.
3. Child care. – for meetings that extend beyond the normal workday
4. Mileage – above and beyond regular to and from work, to be paid at $50.00 per month for work-related travel within the County. For travel outside of the County, mileage will be reimbursed at the current CTA rate. *(revised 8/15)*
5. Storage Unit not to exceed $225/month *(7/10)(8/15)*

**3-Series Executive Board**

**Rule 3.1 Responsibilities**

Members of the Executive Board may not also be Representatives from a school site. *(10/97) (9/02)*

**Rule 3.2 Newsletter Approval**

Prior to publication the newsletter shall be reviewed for approval by two Executive Board members for consistency with CTA/NEA positions and grammatical accuracy. *(9/02)*

AREA Bylaws, Revised 8/15
Alum Rock Educators Association
4-Series: Standing Rules for Memorandums of Understanding

Rule 4.1 Purpose

1. The purpose of a Memorandum of Understanding (MOU) is to temporarily deviate from specifically identified terms of the Collective Bargaining Agreement currently in effect in order to improve working conditions.

2. An MOU is not intended to negatively impact the rights of any members of the Association.

Rule 4.2 Duration

1. The duration of any Memorandum of Understanding shall be for no more than one (1) school year.

Rule 4.3 Process

1. A proposal for an MOU created by members of the site shall be submitted to the Executive Board no later than January 15 of the prior year for the proposed MOU. The proposal shall include the specific changes to the articles of the Collective Bargaining Agreement and the rationale to support the requested changes.

2. The only exception to the January 15 submission date is for any proposed MOU for the 2016-17 school year must be submitted by April 15, 2016.

Rule 4.4 Site Voting

1. The Elections Committee Chair of the Executive Board will designate a date, time and location that voting will take place on the MOU proposal, and will share that information with the elected Site Rep at the site proposing the MOU.

AREA Standing Rules, Added 4/16
2. The elected Site Rep at the site proposing the Memorandum of Understanding shall notify all Active members from the site the date, time and location the voting will take place at least five (5) work days prior to the site vote.

3. The elected Site Rep at the site proposing the Memorandum of Understanding shall provide a copy of the proposed MOU to each Active member at the site at least five (5) work days prior to the site vote and to the AREA Executive Board.

4. The Elections Committee Chair of the Executive Board, or his/her designee on the AREA Executive Board, shall be in charge of the voting on the proposed MOU. The voting will be done by secret written ballot.

5. The vote shall include Active members who will be returning to the site. It will NOT include those members on a temporary contract or those itinerant members who are at the site less than 50% of the work week.

6. If an Active member eligible to vote is off site on the day voting takes place, the Elections Committee Chair will make reasonable accommodations for that member to cast his/her ballot. However, it is the member’s responsibility to contact the Elections Committee Chair within 24 hours of the voting to make such arrangements.

7. The Executive Board shall consider only those proposals receiving a vote of at least 80% of returning members (not including members on a temporary contract or itinerant members who are at the site less than 50% of the work week).

8. Subsequent to the site vote with at least 80% of the returning members voting in support of the proposed MOU, the AREA Executive Board shall, at the next scheduled meeting, vote on whether to move the proposed MOU forward to negotiations with the District.

9. A vote of the Executive Board of more than half of the legal votes cast shall be considered a majority and shall determine that the proposed MOU will move forward to negotiations with the District.