



COACHELLA VALLEY TEACHERS ASSOCIATION

STANDING RULES

(Approved February 2018)



Standing Rule I – Fiscal Year

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

Standing Rule II – Chapter Dues Calculation

- A. Annual chapter dues shall be indexed to CTA dues in order to maintain eligibility for CTA Arbitration Reimbursement Funds.
- B. \$10.00 per member of local dues money will be annually transferred to the PAC. Should a member object in writing to the PAC Chair by the deadline, his or her portion of dues money designated for this transfer shall remain in the General Fund.

Standing Rule III – Expenses

- A. Expenses are limited to approved CVTA unit member participants.
- B. All requests for reimbursement must be submitted on the appropriate Reimbursement Form with the original receipts for hotel, meals, and other costs. If the required information is missing, the expense statement will be returned to the originator.
- C. AUTO: Transportation by personal automobile will be reimbursed for round trip at the current IRS rate per mile. Mileage reimbursement cannot exceed the cost of coach plane fare.
- D. Members will provide addresses of the starting point and the destination address for Association business.
- E. Carpooling is expected unless preapproved by the President. Reimbursement requests must include the names of the carpool participants.
- F. Actual costs of hotel parking (with receipt) shall be reimbursed.
- G. PLANE: Actual, most economical coach fare (with receipt), including up to two checked bags (with receipt). Airport shuttle for transportation to and from the meeting site will be reimbursed. Taxi fare shall be reimbursed only when no other form of transportation is available. Actual costs of airport parking (with receipt) shall be reimbursed.
- H. TRAIN OR BUS: Actual fare (with receipt).
- I. MEALS: Actual amounts paid, including tax and tip, not to exceed \$70.00 for any one day will apply, except for days when meals are provided (unless approved by the President). Itemized receipts are required for all meals. Extra meals required by auto travel are not reimbursable except with prior approval of the President.
- J. LODGING: Half the cost of a double-occupancy hotel room (with a copy of the actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in

- advance. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable. Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
- K. Other expenses incurred with respect to CVTA related business, upon approval of the President.
 - L. Unusual or questionable expenses shall be subject to prior approval of the Executive Board at the request of the President or the Treasurer.
 - M. All claims must be filed within thirty (30) days of the end of the month in which they are incurred.
 - N. CREDIT CARDS: The Association shall maintain two credit cards in the name of the Association, which will be assigned to the President and the Vice-President.
 - 1. The president shall apply budget codes and forward receipts to the Treasurer for accounting purposes.
 - 2. The Association credit cards will each have a \$5,000 daily credit limit.
 - 3. Credit card bills will be paid promptly, in full.
 - O. Any exception to the above rules shall be allowed only upon approval of the Executive board.

Standing Rule IV – Official Publication

- A. The official publication of the Association shall be known as the CVTA Advocate.

Standing Rule V – Budget

- A. Local Association dues will change by vote of the Representative Council.
- B. Association members on Sabbatical leave shall pay 50% of local dues.
- C. The Association budget shall be approved at the first regularly scheduled Representative Council meeting.

Standing Rule VI – Audit

- A. The accounts and other financial records of the Association shall be reviewed annually as determined by the Executive Board. This review shall then be presented to the Representative Council for approval.
- B. A budget status report shall be given at Executive Board and Representative Council meetings.

Standing Rule VII – Conferences and Other Trainings

- A. The CVTA Budget will be developed around the number of participants authorized to attend NEA, CTA, NCUEA, Service Center conferences and other pre-approved conferences.
- B. The Executive Board may amend the number by identifying revenue sources to cover the cost.
- C. Members attending conferences without Executive Board approval shall be responsible for their own expenses.

Standing Rule VIII – Grievance Processing

- A. When a member believes that his or her contractual rights have been violated by the District, that member has the right to initiate a grievance against the District.
- B. The Association shall assist a member in filing a grievance by helping to identify the section(s) of the contract which have been violated, by providing grievance forms and assisting in monitoring timelines.
- C. The grievant must request, in writing, that the Association submit the matter to final and binding arbitration. The request must be done within ten (10) days of the response to Level II, or if Level III is used, within ten (10) days after the conclusion of Level III.
- D. The Executive Board shall make the decision to proceed to arbitration.
- E. Following the decision of the Executive Board, the grievant will be notified in writing. If the request has been denied, the reason for such denial will be made available to the grievant.
- F. The grievant may appeal to the Representative Council. The grievant shall be notified in writing of the date, time, and place of the Representative Council meeting to consider an appeal for arbitration. The grievant may make a presentation to the Representative Council.
- G. The Representative Council's decision shall be final.
- H. The grievant shall be notified in writing of the decision of the Representative Council.

Standing Rule IX – Elections

- A. The Election Committee shall be appointed by the President and confirmed by the Executive Board.
- B. The Election Committee shall determine and advertise all election timelines. Timelines are absolute and cannot be waived. Timelines shall be set in order to complete the election process prior to the end of the school year.
- C. Notification of all offices open for election, nomination procedures, and election timelines shall be distributed to all members and posted in customary and appropriate locations, including but not limited to, the Association bulletin board.
- D. An active eligible member, at his/her request, shall have his/her name placed upon the ballot for an office of the Association.
- E. The name of any active eligible member may be placed in nomination by any other member, with the consent of the nominee.
- F. All nominations must be confirmed by the Elections Committee before the nomination deadline to be placed on the ballot.
- G. The order that candidates are listed will be determined by the current CTA election alphabet.
- H. The names of each candidate shall be printed as on the declaration of candidacy.
- I. Any biographical information to be distributed with the ballots shall be submitted with the declaration of candidacy and be limited to twenty-five

- (25) words. If a biography contains more than twenty-five (25) words, only the first twenty-five (25) words will be printed.
- J. If at a particular worksite there are more ballots submitted than signatures on the election roster:
 - 1. The envelope for that site will be sealed;
 - 2. The ballots will not be recorded; and
 - 3. That site's election will be considered void.
 - K. The candidate or question that receives a majority of the votes cast shall be declared the winner.
 - L. If no candidate receives a majority of the votes cast for an office, the Election Committee shall select the two (2) candidates who have received the greatest number of votes for that position and shall conduct a new election within fifteen (15) school days of the tabulation of the ballots. The candidate receiving the majority of the votes cast for that position shall be declared elected.
 - M. An election for any Association post 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 positions to be filled.
 - N. Timelines must be adhered to or ballots become invalid.
 - O. Association resources shall not be provided to any candidate. Any information provided a candidate must be offered to all candidates, including membership lists.
 - P. The Association shall keep ballots and election materials for one (1) year.

Standing Rule X – Bargaining Team

- A. The Bargaining Team will consist of CTA Staff and five (5) Association members, plus two (2) alternates.
- B. Terms of Bargaining Team Members shall expire at the conclusion of the Bargaining Round.
- C. Every effort shall be made to ensure that the team represents the diverse interests of the Bargaining Unit.

Standing Rule XI – Disposition of Minutes

- A. The secretary shall, within five (5) working days, via electronic mail, submit the minutes of Representative Council and General Membership meetings to a committee consisting of the President, the 1st Vice-President, and 2nd Vice-President for review.
- B. The committee shall make corrections to the minutes within two (2) working days of their receipt. In case of disagreement, the President's decision will prevail.
- C. After the committee has reviewed/corrected the minutes, the secretary shall, within five (5) working days, send the minutes to all members of the Representative Council marked "Unofficial Minutes of the (month, day, year) Meeting of the Representative Council" (or "...General Membership").
- D. Site Representatives are responsible for posting the minutes on the bulletin board at each site.

- E. The minutes may be amended by the Representative Council, prior to adoption as the official minutes, at the next regular Representative Council meeting.
- F. Minutes of the meetings of the Executive Board shall be sent to the Executive Board members within seven (7) working days, via electronic mail, and will be amended and/or adopted at the next regular meeting of the Executive Board.

Standing Rule XII – Policy-Making Body

- A. The following shall be additional representatives on Representative Council:
 - 1. Elected Service Center Council Representative when not already serving on the Representative Council in another capacity;
 - 2. Committee Chairpersons, ex officio non-voting;
 - 3. CTA State Council Representatives; and
 - 4. Any member of the Association who holds CTA/NEA offices or committee appointments, ex officio non-voting.

Standing Rule XIII – Site Representatives

- A. As of October 1st of each school year, the number of Site Representatives shall be set.
- B. Site Representatives shall hold monthly 10-minute meetings as determined by the Association calendar.
- C. Members of the Representative Council who have perfect attendance at meetings of the Representative Council, or who have only one absence, shall be eligible for a refund of their local (CVTA) dues.
- D. Site Representatives who have more than two (2) consecutive unexcused absences from the Representative Council meetings may be removed by a majority vote of the faculty they represent.
- E. An excused absence is defined as:
 - 1. An absence due to performance of regular, compensated, or voluntary duties for the District or other regular employment; or
 - 2. An absence not due to Association (CVTA, CTA, or NEA)

Standing Rule XIV – Stipends

- A. President: The President shall be responsible for ensuring that the business of the Association will continue through the summer months, and shall receive a \$5500 stipend for this work, to be paid on the last business day of the summer.
- B. Secretary: Upon completion of duties outlined in the Bylaws and Standing Rules, this person shall receive \$57.50 per month for ten (10) months to be paid on the last regularly scheduled meeting of the year.
- C. Treasurer: Upon completion of duties outlined in the Bylaws and Standing Rules, this person shall receive \$57.50 per month for ten (10) months to be paid on the last regularly scheduled meeting of the year.
- D. The chairs of the committee for Grievance, Communications, Elections, and Membership, upon completion of duties outlined in the Bylaws and Standing

Rules, this person shall receive \$57.50 per month for ten (10) months to be paid on the last regularly scheduled meeting of the year.

Standing Rule XV – Exceptions

- A. Any exception to the above rules shall be allowed only on the approval by recorded vote of the Executive Board. Exceptions may not be made to Standing Rules, which state no exceptions are allowed.

Standing Rule XVI – Adoption of Standing Rules

- A. These Standing Rules shall be reviewed yearly and Adopted by the Executive Committee.