

FONTANA TEACHERS ASSOCIATION STANDING RULES

Standing Rule 1 - Amendment of Standing Rules

These Standing Rules may be amended by a two-thirds (2/3) vote of the Executive Board.

Standing Rule 2 - Representative Council

- I. Call to Order
 - A. Seating of Alternates/Quorum Report
 - B. Adoption of the Agenda with flexibility
 - C. Approval of Minutes
- II. Executive Reports
 - A. Treasurer
 - B. President
 - C. State Council
 - D. FTA Directors
 - E. Executive Director
- III. Standing Committee Reports
- IV. Special Committee Reports
- V. Unfinished/Old Business
- VI. New Business
- VII. Announcements
- VIII. Attendance Drawing (to be held after adjournment)
- IX. FTA Director Meetings (to be held after adjournment)
- X. Adjournment

A. Meeting Protocols

1. It is each Representative's responsibility to sign-in before each meeting for the purpose of taking attendance.
2. Regular meetings will begin at 4:00 p.m
3. Meetings will begin on time and run no more than ninety (90) minutes. The meeting can only be extended once for a maximum of thirty (30) minutes and must be approved by two-third (2/3) vote of those attending the meeting.
4. Representatives who need to leave a meeting before it is adjourned must notify the president before that meeting is called to order.
5. If an elected representative cannot attend the meeting and an elected alternative is not available then an unelected alternative may attend if the president is notified 48 hours prior to the meeting, **as a non-voting member.**
6. The bylaws' one person, one vote rule applies (a representative may not carry more than one vote). Alternates will sign in designating which representative they are signing in for.
7. All representatives shall have the opportunity to speak to an item before allowing a representative to speak a second time a representative shall only speak twice on an item maximum speaking time on an item is 2 minutes.
8. A quorum for executive board, state council, and representative council shall be a majority of the elected representatives and properly seated alternates to representative council Number for the quorum shall be tallied 15 minutes after the start of the meeting.

B. Site Representative Elections

1. Site Representative Positions at the site should be announced to association members no later than two working days prior to nominations. All notices should make it clear that any association member may be a site rep, and include what responsibilities they have, and the process for nomination.
2. Elections should be run by an association member who is not running for the site rep position. (A script may be provided to read from to make sure everything is done properly.)
3. If the number of Site Representative Positions allocated to the site is equal to or greater than the number of candidates, the candidate(s) will be declared elected by acclamation.
4. Election results and the names of all elected Site Representatives shall be submitted to the Association in writing no later than one week after the election has taken place.

C. New Business Items

1. Proposals must be submitted to the President or designee by noon two weeks prior to the rep council meeting where they will be considered. At the President or designee's discretion, items of a time sensitive nature may be submitted less than two weeks prior to the meeting.
2. The President or designee may refer the item to the Executive Board or appropriate committee for a recommendation to the body.
3. Any list of NBIs received, as well as any referrals made or action taken may be included on the next meeting agenda.

Standing Rule 3 - Authorization of Delegates to Conventions and Special Meetings

No person shall have the authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless such representative has been elected and/or approved in advance by the Executive Board of the Association. The Executive Board shall determine the extent to which any delegate or representative shall receive reimbursement of expenses from the Association. Each representative shall make a report, either verbal or in writing.

Standing Rule 4 - Bonding of Employees and Audit

They shall be responsible for the following:

Each officer or employee of the Association who is entrusted with the receipt, safe-keeping, or disbursement of funds of the Association shall be placed annually under a bond in such amount as the Executive Board may determine, unless otherwise covered by CTA/NEA insurance or bonding. The statements of the Association shall be compiled annually by an independent Certified Public Accountant, as designated by the Executive Board, at the end of the fiscal year. The Treasurer shall present a copy of the report at the first meeting the report is available. The report must be presented to both the Executive Board and Representative Council. If the report is not presented by the month of December, the Executive Board shall investigate and report to the Representative Council the reason for the lack of a report. The Treasurer shall arrange for an audit in odd numbered years and a review in even numbered years. This shall be performed by a Certified Public Accountant or firm that shall be designated by the Executive Board.

Standing Rule 5 - Officers

5.1 General The principal officers shall be President, Vice-President, Secretary, Treasurer, Directors, and one At-Large BIPOC Director. All discussions by the Executive Board shall be confidential. Actions and decisions made by the Executive Board shall be disseminated to membership at the direction of the President or majority of the Executive Board.

5.2 President *The President shall be the chief executive officer of the Association and its policy leader.* The President shall be elected in the Annual General Election and shall serve for a term of two (2) years to begin on July 1st of odd numbered years. No person shall serve as President continuously in excess of two (2) full terms. At least one full term must elapse before being eligible to serve again. The President shall serve as Chief Administrative Officer of the Association, direct the day-to-day operations of the FTA, preside over meetings of the Representative Council and the Executive Board, function as the official spokesperson for all actions of the **Association**, furthermore, the President or designee shall attend School Board, Administrative, Service Center Council Meetings and UEP meetings. The President ensures that established programs of the Association are carried out, develops preliminary agendas for all Association meetings, **appoints all chairpersons** and committee members of all committees, serves as ex-officio non-voting member of all committees, receives delivery of a petition, correspondence or other communications addressed to the Association, serve as liaison between the District and Association, act as a problem solver on behalf of FTA membership, communicate Association policies and positions with the membership, school officials, public officials through letters, articles, presentations and personal contact. The President shall be familiar with the governance documents of the Association, CTA, and NEA, and shall attend other CTA/NEA meetings as directed by the membership. The President shall call meetings of the Association, **Representative Council** and the Executive Board. The President shall also suggest policies, plans, and activities for the Association and be held responsible for the progress and the work of the Association. ***The President shall also propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council.***

5.3 Vice-President The Vice-President shall be elected in the Annual General Election for a two (2) year term to begin on July 1st of odd numbered years. The Vice-President shall function as President in the absence of the President. The Vice-President shall serve as liaison between the District and the Association. The Vice-President shall be the coordinator of the Association's committees and the calendar. The Vice-President shall serve as assistant to the President in all duties of the President.

5.4 Secretary The Secretary shall be elected in the Annual General Election for a two (2) year term and shall take office on July 1st of odd numbered years. The Secretary shall carry on the correspondence pertaining to the affairs of the Association as directed by the President. The Secretary shall maintain the official minutes of all business meetings of the governance bodies unless otherwise directed by the President and shall function as President in the absence of the President and Vice-President. The Secretary shall also be responsible for the distribution of minutes, notice of meetings, agendas for all meetings to the members, and maintain an accurate roster of the membership of the Association. ***The Secretary shall keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board.***

5.5 Treasurer The Treasurer shall be elected in the Annual General Election for a two (2) year term and shall take office on July 1st of odd numbered years. The Treasurer shall maintain all Association accounts under the supervision of the Executive Board and prepare the preliminary budget for consideration by the Executive Board. The Treasurer shall receive all funds belonging to the Association and be responsible for their safekeeping and accounting. The Treasurer shall submit information and financial reports to the Association, CTA and NEA, and other agencies required by law. The Treasurer shall submit the PAC forms to the proper governmental authority. The Treasurer shall submit a monthly **written** financial report to the Association. The Treasurer shall have the Association's financial records reviewed in a manner to meet legal requirements. ***The Treasurer shall pay out funds upon the orders of the President. Follow CTA Treasurer Handbook guidance sections A-E.***

5.5 Directors

- a. The Directors shall be elected in the annual general election. There shall be nine (9) Directors. There shall be two (2) Senior/Continuation High School Directors, two (2) Middle School Directors, four (4) Elementary Directors, one (1) BIPOC Director. ***The Directors shall be elected by the membership group they represent. The regular elected term shall be for two years, to commence on July 1st of the year elected.***
- b. Directors shall attend the meetings of the Association, Representative Council, and Executive Board; contact each building representative of their assigned sites prior to each Executive Board Meeting regarding concerns at those sites assist the Grievance Chairperson; assist in communications; call meetings of the teachers, Special Services Educators, or Faculty Representatives when necessary; and perform other duties as assigned by the President and/or Executive Board.
- c. BIPOC Director shall be a voting member of Executive Board and Representative Council, report at each Executive Board and Representative Council meeting and provide a verbal or written report, encourage attendance at the Human Rights, and Social Justice & Cultural Equity conferences, communicate with Directors and Reps on BIPOC Issues and promote events related to minority (BIPOC) issues through electronic communications and attendance at BIPOC events, and other duties as assigned by the President and/or Executive Board.
- d. The BIPOC Director shall be voted on by the entire active membership.

5.6 Qualification & Vote All principal officers and Directors must be Active members. They must remain Active members of the Association throughout their term of service.

5.7 Attendance All principal officers and Directors must attend at least three-fourths (3/4) of the scheduled Executive Board and Representative Council meetings for the year or their position will be declared vacant. An Executive Board Member may request a leave of absence for a period up to three months. If approved by the Executive Board, the Association President will distribute that Board Member's assigned duties and responsibilities among the other Board Members. The Board Member on leave will be absent for the purpose of stipend deduction.

5.8 Interim Elections to Fill Vacancies Vacancies which occur during the term of office of any principal officer, other than that of President, shall be filled by appointment by the President. The appointee shall be temporary and be an active association member. The appointee shall not hold another office concurrently, nor shall the appointee be a candidate in the special election. ***A special election and open nomination must be announced to elect a permanent replacement to finish out the term of the vacant office within 30 days. The voting must be concluded and election results announced within 30 days of the announcement of the special election and open nominations.*** The election will be conducted by the Rules and Elections Committee and must follow FTA Election Guidelines. Vacancies in the office of President shall be filled by the Vice-President until the end of the term.

Standing Rule 6 - Seating of Building Representatives and Alternates

Building Representatives and Alternates who are not elected in accordance with Article 7, Section 7.4 and 7.5 of the By-Laws may not be seated on the FTA Representative Council. In the event that no Building Representative is elected at a site, the FTA President shall appoint, with the approval of the Representative Council, an FTA Representative for that site. That Representative shall be seated with equal authority as any other Building Representative.

Standing Rule 7 - Disposition of Minutes and Files

The Association shall maintain copies of all minutes in the Association office. Files of the Association, which deal with administrative, completely internal affairs, are to remain confidential. They will be opened to members or persons outside the Association membership only at the direction of the Executive Board. The Executive Board shall be the judge of who will be privileged to see such files. Minutes of the Executive Board meetings will be distributed to the Executive Board members. The Executive Board, through Association communication channels, will keep the membership informed as to the proceedings of the officers and the Executive Board. Minutes of the Representative Council meetings shall be distributed to all members of the Representative Council. An additional set of minutes shall be sent to them for posting on the FTA bulletin board at their site.

Standing Rule 8 - Arbitration Cases

The Executive Board will determine grievance processing at the point of Arbitration.

Standing Rule 9 - Dues

The Executive Board will set forth dues annually.

Standing Rule 10 - Minority Definition

A Bargaining Unit Member is considered a member of an ethnic minority (BIPOC) group based upon the NEA/CTA 3-1(g) requirements.

Standing Rule 11 - Bargaining Team/Negotiations Committee

The Bargaining Team shall be made up of members from the Negotiations Committee, or other qualified bargaining unit members. They shall be appointed by the President and subject to approval of the Executive Board. Special Bargaining Teams may be organized to deal with single-issue negotiations. Special Bargaining Teams shall be appointed by the President on an as-needed basis to deal with single-issue negotiations. Membership on the Negotiations Team is subject to annual renewal.

1. The bargaining team shall be nominated by the President and approved by the Executive Board.
2. The chairperson, or co-chairpersons, of the team shall be appointed by the President.
3. The Executive Board shall adopt Standing Rules setting forth its selection procedures for bargaining team members, including terms of office and criteria for appointment.
4. Vacancies on the bargaining team, created by resignation or inability to serve, shall be filled by the Executive Board from the negotiations committee, or by other qualified bargaining unit members.
5. The Executive Board, by a two thirds (2/3) majority, may remove a member of the bargaining team and appoint a replacement from the negotiations committee, or from other qualified bargaining unit members.
6. The Negotiations Chair shall institute a schedule of required training for all members of the Bargaining Team.
7. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
8. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to policies established by the membership
9. All Bargaining Unit members shall be surveyed at least annually to determine contents of the proposed contract demands, and the contract shall be approved by the Representative Council.
10. The Bargaining Team/Negotiations chair, co-chairs, or designee shall regularly report its activities to the Executive Board.
11. The Bargaining Team shall provide information to the general membership for the dissemination of information regarding bargaining.
12. Agreements reached between the Bargaining Team and the School Board, or its representatives, shall be considered tentative and not binding upon the Association until said agreements have been ratified by the membership, unless such ratification shall have been specifically waived or otherwise delegated by that membership.

Standing Rule 12 - Political Action Committee

1. The Political Action Committee shall be appointed by the President and shall include all interested Bargaining Unit Members.
2. The Chairperson of the Political Action Committee shall be nominated by the President and approved by the Executive Board.
3. The Political Action Committee shall make recommendations/endorsements to the Executive Board and/or the Representative Council in all election matters that have an impact on the Fontana Teachers Association and its members.
4. The Political Action Committee shall adhere to the Association's written policies and procedures in determining recommendations/endorsements.
5. The Political Action Committee shall make recommendations to the Executive Board and/or Representative Council for the expenditure of funds from the Association's Political Action Account(s).

Standing Rule 13 - FTA Stipend Payments

1. FTA President Stipend: A yearly stipend in accordance with the FTA Budget shall be paid to the FTA President in twelve (12) monthly payments.
2. Officers and Committee Chair Stipends: A yearly stipend in accordance with the FTA Budget shall be paid to the officers and committee chairs in two (2) equal installments to be made the first pay period of December and June.

Standing Rule 14 - FTA Directors Stipend

1. A yearly stipend in accordance with the FTA Budget, based on the attendance of Executive Board and Representative Council meetings, a payment of \$25 per meeting, not to exceed \$600, shall be paid to directors by the first of June, effective 8/1/17.

Standing Rule 15 - Written Policies and Procedures

Political endorsements and/or recommendations

1. The Executive Board shall decide which political campaigns and/or issues are of direct concern or interest to the membership of the Association. The FTA will only take positions on those campaigns determined to directly affect the Association and/or the educational activities of the Fontana Unified School District.
2. The Executive Board shall direct the FTA Political Action Committee to establish a process by which to bring forth recommendations/endorsements to the Executive Board or Representative Council. This process shall be fair and equitable for all candidates seeking the support of, or issues pertaining to, the Fontana Teachers Association.
3. The process used by the Political Action Committee shall insure that all interested candidates be afforded an opportunity to interview or provide the Association with information relevant to their positions prior to the final approval of the Association's recommendation or endorsement.
 - a. The committee may consider conducting interviews and endorsing prior to the candidate filing process if the association has recruited candidates, would like to recommend incumbents rated as friendly or if an early process is necessary to run an effective campaign.
 - b. Under no circumstances shall a chapter recommend more candidates than there are available seats.
4. The Political Action Committee shall make recommendations to the Executive Board and/or Representative Council for the expenditure of funds from the Association's Political Action Account(s).

5. The Treasurer shall serve as a member of the Political Action Committee and (with support by the Office Administrative Assistant and appropriate CTA Staff) shall be responsible for the filing of all appropriate forms and reports related to the expenditure of Political Action Funds.
6. The FTA shall work cooperatively with the CTA/NEA and other educational advocacy groups to promote issues and candidates that actively enhance the educational environment of the Fontana Unified School District.

Scholarships

1. A separate bank account shall be established for the purpose of providing scholarships to graduating high school seniors. This account shall conform to all IRS and Franchise Tax Board regulations and shall be called the FTA Scholarship Account.
2. The Executive Board shall recommend criteria and guidelines for the FTA Scholarship to the Representative Council for approval. The Executive Board shall develop an application form for the FTA Scholarship based on the finalized criteria and guidelines approved by the Representative Council.
3. All candidates must complete and submit this form in accordance with the established timelines.
4. The FTA Executive Board or Scholarship Committee shall determine the recipients and amount of the FTA Scholarships.

Media and other public relations expenditures

1. The Executive Board shall consider requests for advertisements, publications, and other public relations items based on the ability of said item to project and provide positive publicity for the membership of the Fontana Teachers Association. Such expenditures shall be made with consideration to the geographic region serviced by the Fontana Unified School District, and the ability of the item to reach an audience in that region.
2. Expenditures for internal public relations functions shall also be included in the yearly public relations budget line item.
3. All such requests shall be provided a fair and equitable opportunity for the consideration by the Executive Board.
4. When timeliness requires, the president may authorize the expenditure of up to five hundred (\$500.00) dollars for public relations purposes without prior approval of the Executive Board.
5. The Executive Board shall limit the expenditures in this area to the amount pre-approved in the yearly budget for the Fontana Teachers Association.
6. Expenditures for bargaining unit member events such as socials, TGIFs, seasonal parties, etc., shall be considered a public relations expense.

Routine requests for financial contributions

1. The Executive Board shall process routine requests for financial contributions from individuals or groups on the behalf of the membership of the Association.
2. All such requests shall be provided a fair and equitable opportunity for consideration by the Executive Board.
3. Donations to educationally appropriate charities or organizations shall be made from the Public Relations line item on the budget.

Duties of delegates to the NEA representative assembly

1. Each delegate will be expected to arrive in the host city in time to ensure registering as an official delegate to the Representative Assembly (RA) with the local, the California delegation and the NEA.
2. Each delegate will be expected to attend all caucuses of the California delegation. Normally the caucus begins at 7 a.m. daily. Delegates must be registered with the California delegation in order to participate. Failure to meet these expectations will result in a reduction of the amount of the RA allowance. (See #9 below.)
3. Each delegate is expected to remain through the entire convention and attend all business meetings of the RA. Failure to meet these expectations will result in a reduction of the amount of the RA allowance. (See #9 below.)
4. Each delegate is encouraged to be on time and attend NEA budget committee hearings, by-law committee hearings, speeches, etc..
5. Each delegate should take into consideration FTA, CTA State Council and California Caucus policy when voting. Your primary responsibility is to represent your local area at the RA.
6. Each delegate is encouraged to participate fully in all activities of the California delegation.
7. Each delegate, state and chapter, will be expected to sit with his/her Service Center Council delegation on the RA floor. Each delegate shall be expected to sit with the local delegation at the California Caucus meeting.
8. Each delegate will be advanced \$1000.00 (one thousand dollars) of the RA allowance after they are elected for the purpose of purchasing transportation and other RA expenses. The FTA shall pay up to the remainder of the RA allowance after the RA upon receipt of the appropriate expense forms. All expenses must be in accordance to FTA Policy and Procedural Guidelines.
9. The RA allowance will be diminished proportionate to the amount of time and/or number of meetings missed. There will be a designated FTA Association Representative you will be required to check in with at each session or caucus.

Credit Card Use

1. The Association shall maintain a credit card for each of the following: President and Vice President.
2. In the event that the need for an additional credit card arises, the need shall be brought to and approved by the Executive Board.
3. The Association shall maintain a Credit Card Log for each separate Credit Card.
4. Lost or stolen cards must be reported immediately to the President and Treasurer. The President and Treasurer shall then cancel the card.
5. Prior to departure or termination of duties, the cardholder shall complete their Credit Card Log and surrender the card.
6. If the utilization of Fontana Teachers Association credit cards accumulates reward points, then the points shall be recorded and used in the following manner.
 - i. The utilization of the points shall be determined by the Executive Board.

Conference/Workshop participant duties

1. Each participant will be expected to arrive at the conference or workshop in time to ensure registering for the program.
2. Each participant will be expected to attend all sessions of the conference or workshop.
3. Each participant is expected to remain through the entire conference or workshop and attend all business and/or training sessions. Failure to meet this requirement will result in a reduction of reimbursement for allowable expenses.
4. All expenses must be in accordance with FTA Reimbursement to Members Policy.
5. Reimbursement for expenses will be diminished proportionate to the amount of time and/or the number of meetings missed.
6. The participant must complete a Conference/Workshop Reporting Form in order to receive reimbursement for expenses for the conference or workshop attended. The treasurer will send the form/link.
7. Participants are required to write a summary of the conference for The Fontanan, or present to the appropriate FTA committee/Executive Board and/or Rep Council. They can also present at their school site. Failure to do so may result in any future consideration for conferences.
8. Participants are expected to act professional when representing FTA.

Reimbursement to members

- 1. For all travel reimbursements, complete the travel reimbursement form and attach all receipts for reimbursement payment.**
- 2. Travel**
 - 2.1 Airplane - actual, most economical coach fare (with back copy of airline ticket as receipt or copy of ticketless confirmation).
 - 2.2 Train or Bus - actual fare (with receipt).
 - 2.3 Auto
 - 2.3.1 Reimbursement at the current IRS rate per mile which can be reimbursed without tax liability, round trip by the shortest highway route; however, mileage reimbursement cannot exceed the cost of coach plane fare.
 - 2.3.2** When flying, mileage roundtrip to airport may be claimed.
 - 2.3.3 Parking - actual cost of airport and/or hotel parking (with receipt).
 - 2.3.4 Airport Shuttle - cost of airport shuttle to and from the meeting site. Taxi fare will be reimbursed when required due to circumstances (with receipt).
- 3. Lodging**
 - 3.1 FTA will pay the cost of a single occupancy room when no travel reimbursements are required. (A copy of the hotel bill is required as a receipt.)
 - 3.2 FTA will pay half the cost of a double occupancy room when travel reimbursements are required. (A copy of the hotel bill is required as a receipt.)
 - 3.3 Personal charges such as laundry, valet, telephone calls, computer access, snacks, and entertainment are not reimbursable.
 - 3.4 Portage - will be reimbursed according to CTA rate.
- 4. Meals**
 - 4.1 FTA will reimburse the actual amounts paid, including tax and tip, with the following restrictions: (1) itemized receipts are required for all meals (2) maximum CTA rate per day except when meals are provided by FTA/CTA or as part of the meeting registration fee.
 - 4.2 Meals will be reimbursed at a maximum rate of \$90 a day. **Alcohol will not be reimbursed.**
 - 4.3 Extra meals required by auto travel are not reimbursable.
- 5. Deadline for Filing Claims**
 - 5.1 All claims must be filed within thirty (30) days of the end of the month in which they are incurred. An additional thirty (30) day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty (60) days after the end of the month in which they are incurred shall require the approval of the FTA Executive Board.
 - 5.2 All claims shall be filed on the approved FTA reimbursement form.
 - 5.3 A Conference Reporting Form must be filed with your reimbursement claim when required.
- 6. Extenuating Circumstances**
 - 6.1 The FTA Executive Board may approve additional reimbursements when extenuating circumstances occur. This shall be dealt with on an individual, case-by-case basis.

**CONFERENCE/TRAVEL REIMBURSEMENT CLAIM
FONTANA TEACHERS ASSOCIATION**

CLAIMANT _____
 DATE _____
 HOME ADDRESS _____
 POSITION _____
 WORK SITE _____
 MEETING ATTENDED _____
 MEETING DATES _____
 MEETING LOCATION _____

REQUESTED REIMBURSEMENT

TRAVEL	Mileage (round trip) Airplane/Train/Bus: If ticket not prepaid attach e-ticket or ticket verifying payment of miles x 0.70 per mile							
MEAL(S) Attach receipt(s) to claim meal reimbursement(s).	Date(s)						Total	
	Breakfast							
	Lunch							
	Dinner							
	Total							
HOTEL: If not prepaid, attach receipt verifying hotel bill paid by claimant.								
OTHER EXPENSES: Attach receipts verifying expenditure(s) paid by claimant.								
Telephone Calls		Parking		Other				
Rental Car		Taxi Cabs/Shuttles		Total Other Expenses				
Total Reimbursement Claim								
Budget Account to Pay Reimbursement						Amount		
<u>Comments:</u>								

1. Receipts must accompany claims. Make a copy of receipts and attach with originals.
 2. Conference Report Form must be included for reimbursement, attach Agenda from conference and mileage map.
 3. No Claims will be honored which are more than 60 days old.
- (Please review reimbursement policy on back page)

I certify that the above expenses were incurred in the performance as a member of Fontana Teachers Association.

Signature Claimant: _____ Date: _____

President Approval: _____ Date: _____

Treasurer Approval: _____ Date: _____

