

Hacienda La Puente Teachers Association/CTA/NEA Bylaws

I. NAME AND LOCATION

The name of this Association shall be the Hacienda La Puente Teachers Association/CTA/NEA, hereafter referred to as “the Association.” The Association is located in Los Angeles County.

II. PURPOSES

The primary purposes of this Association shall be:

- A. 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;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To promote cooperation and communication between education support professionals and certificated educators;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

III. AFFILIATION WITH THE CTA/NEA

- A. The Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Association shall be an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

- A. Categories of Membership. There shall be categories of membership in the Association: Active and Associate. The primary category of membership shall be Active members.

Approved by BOD: August 15, 2016
Approved by Rep Council: August 29, 2016
Amended by Rep Council: December 12, 2016

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- B. 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 the Hacienda La Puente Unified 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.
- C. Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. The different types of eligibility and services for such memberships shall be prescribed in the Standing Rules (SR-3).
- D. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues appropriate to the class of membership.
- E. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- F. Active members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association. In addition, Active members shall have the right to attend all meetings of the Association at which business is to be conducted, and to present matters of individual concern to the Representative Council.
- G. Active members shall adhere to *The Code of Ethics of the Education Profession*.
- H. 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.
- I. No member of the Association may be disciplined by the chapter without due process. ~~hearing~~ Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross-examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. The member has the right to appeal the decision of the hearing panel to the governing body.
- J. 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.
- K. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

V. DUES, FEES, AND ASSESSMENTS

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- A. 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 dues of CTA, and the dues of NEA.
- B. 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 at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the Association/CTA/NEA dues.
- D. 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 not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Voting members of the Board of Directors, ex-officio non-voting, and
 - 2. Faculty Representatives elected on the basis of one-person one-vote.
- C. The Representative Council shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Board of Directors; and
 - 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least once during each school month, except in the month of May; the number, place and time of meetings to be decided by the Board of Directors.
- E. Special meetings of the Representative Council may be called by the President, the Board of Directors, or by the petition of twenty percent (20%) of the Active membership.
- F. 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.
- G. 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.

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- H. For emergency meetings of the Representative Council during crisis situations, the Board of Directors shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

VII. FACULTY REPRESENTATIVES

- A. Faculty Representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Representatives shall serve a term of one (1) year.
- B. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each fifteen (15) Active members on the faculty, or major fraction thereof.
- C. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- D. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- E. Faculty Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
 - 3. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Board of Directors.
- F. A Faculty Representative may not conduct an election in which he/she is a candidate.

VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice-President, and a Secretary-Treasurer.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.

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- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. Officers shall be elected for a term of **three (3)** years, commencing on June 01 of any calendar year. The office of President shall be the only office with term limits and that limit shall be two (2) consecutive terms. (*Amended December 12, 2016*)
- E. 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 by the Representative Council to elect successors to fill the unexpired terms.
- F. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
1. Preside at all meetings of the Association, the Representative Council and Board of Directors;
 2. Prepare the agenda for the meetings of the Association, the Representative Council and the Board of Directors;
 3. Be the official spokesperson for the Association;
 4. Be familiar with the governance documents of the Association, CTA, and NEA;
 5. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Board of Directors by the beginning of each school year;
 6. Call meetings of the Association and the Board of Directors;
 7. Propose the procedures for grievance processing for ratification by the Board of Directors and the Representative Council;
 8. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 9. Attend meetings of the Service Center Council of which the Association is a part; and
 10. Attend other CTA/NEA meetings as directed by the Representative Council.
- G. The Vice-President shall:
1. Serve as assistant to the President in all duties of the President;
 2. Assume the duties of the President in the absence of the President;
 3. Be responsible for the formation and distribution of the Association's calendar of activities; and
 4. Serve as coordinator of committee activities at the direction of the President.
- H. The Secretary-Treasurer shall:
1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Board of Directors;
 2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Board of Directors; and to the membership when appropriate;
 3. Keep an accurate roster of the membership of the Association and of all committees; and

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4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
 5. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
 6. Pay out such funds upon orders of the President;
 7. Provide a written financial report for each regular meeting of the Representative Council and Board of Directors;
 8. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
 9. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
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IX. BOARD OF DIRECTORS

- A. The Board of Directors shall be composed of the officers, twelve (12) segment directors—three (3) elementary school, two (2) K-8, two (2) middle school, two (2) high school, one (1) adult school, one (1) child development, and one (1) certificated support staff—elected at large from the segment membership in compliance with the “one-person – one-vote” rule, and the CTA State Council Representatives.
- B. All members of the Board of Directors shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The segment directors of the Board of Directors shall be elected with open nominations and by secret ballot.
- D. The segment directors of the Board of Directors shall be elected for a term of two (2) years, commencing on June 01 of any calendar year.
- E. Vacancies in the position of segment directors of the Board of Directors 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, the Representative Council members from the appropriate segment will hold a special election within sixty (60) days to fill the vacancy.
- F. The Board of Directors shall meet before each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Board of Directors.

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- G. The duties of the Board of Directors shall be to:
1. Coordinate the activities of the Association;
 2. Act for the Representative Council when school is not in session;
 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 4. Approve by majority vote appointment and by two-thirds ($\frac{2}{3}$) vote removal of bargaining team members;
 5. Recommend a budget for the Association to the Representative Council;
 6. Approve by majority vote all appointment and removal of committee members, including chairpersons;
 7. Adopt the local Standing Rules for the Association;
 8. Adopt grievance procedure;
 9. Direct the grievance activities of the Association, and
 10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
- H. A quorum for all meetings of the Board of Directors shall consist of a majority of the members of that body.

X. MEETINGS OF THE GENERAL MEMBERSHIP:

- A. Meetings of the Association may be called by the President, the Board of Directors, or by written petition of twenty percent (20%) of the membership.
- B. 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 before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Board of Directors shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for meetings of the Association shall be 33 percentage (33%) of the Active membership.

XI. BARGAINING TEAM

- A. The Bargaining Team shall be comprised of five (5) members, including at least one member from each of the elementary, middle school, high school, and adult education segments, and such alternates as the Board of Directors deems necessary. No more than one (1) member of the Board of Directors shall serve on the Bargaining Team.
- B. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Board of Directors.

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- C. Vacancies created by resignation or inability to serve shall be filled by the Board of Directors from the list of alternates.
- D. The Board of Directors, by two-thirds ($\frac{2}{3}$) majority, may remove a member of the Bargaining Team.
- E. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- F. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- G. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Board of Directors subject to policies established by the Representative Council. The Board of Directors is distinct from the Bargaining Team.
- H. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Representative Council in that unit.
- I. The Bargaining Team shall report its activities to the Board of Directors as the Board requires.
- J. The Board of Directors shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- K. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that membership.

XII. GRIEVANCE PROCESSING

- A. The Board of Directors shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be 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.

XIII. NOMINATIONS AND ELECTIONS

The chapter president must provide Active members an opportunity to vote in all elections.

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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. (SR 5.I.8)

- A. The Elections Committee and Chairperson shall be appointed by the president and approved by the Board of Directors to which it is responsible at the beginning of each school year.
- B. Elections shall be conducted with:
 - 1. Open nomination procedure;
 - 2. Secret ballot;
 - 3. All Active member vote;
 - 4. Record of voters receiving or casting ballots; and
 - 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA rules.
- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.
- F. The duties of the Elections Committee shall be to:
 - 1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 - 2. Establish election timelines;
 - 3. Develop and carry out timelines and procedures;
 - 4. Prepare ballots for election of officers and such other elections as may be necessary;
 - 5. Count the ballots and certify the results; and
 - 6. Handle initial challenges.

XIV. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Board of Directors, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Board of Directors and Representative Council.

XV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Board of Directors.

XVI. AMENDMENTS/PROCEDURES

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These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the representatives at any regular or special meeting of the Representative Council. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

XVII. PUENTE HILLS UNISERV

- A. The Association shall be represented on the Puente Hills UniServ Board of Directors. The President shall appoint the UniServ Board members with the approval of the Hacienda La Puente Teachers Association Board of Directors. The President shall appoint members who represent the different Association segments when possible.
- B. Representatives shall serve terms of two (2) years, with terms staggered so that half of the terms expire in alternating years.
- C. UniServ Board members shall report to the Board of Directors and Representative Council in such form and frequency as may be required by those respective bodies.