

Yucaipa-Calimesa Educators Association - Standing Rules - January 2019

DRAFT-Adopted by Exec Board January 30, 2019

Yucaipa-Calimesa Educators Association/CTA/NEA

Standing Rules

Revised January 2019

DRAFT

I. Office of the Association

- A. The office of the Yucaipa-Calimesa Educators Association, hereinafter called the Association, shall be located at 34366 Yucaipa Boulevard, Suite H, Yucaipa, California 92399. The mailing address shall be the same.
- B. The office shall be used for Executive Board, Executive Council, Representative Council, and Committee meetings. The office may also be used for teacher-related activities or educational extension functions as approved by the Executive Board prior to the event.
- C. Only the following members will be key carriers for the Association office: Executive Board Members, Negotiations Team Chairperson, Elections Committee Chairperson, and Membership Engagement Team Chairperson. Upon vacating a position the key must be returned to the President or designee within 72 hours.

II. Fiscal Year

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

III. Adoption of Budget

The Representative Council at its last meeting of the current year shall adopt a budget for the Association for the following fiscal year to commence September 1.

IV. Dues

- A. Categories of Membership and Dues:
 - a. Category 1 – For those members whose teaching assignment is more than 60% of normal assignment except for members whose salaries are less than the minimum teaching salary for the Yucaipa-Calimesa Joint Unified School District.
 - i. The dues of the Category 1 active members of the Association shall be affixed to the salary schedule of the previous school year by the index method, which shall be 0.0059 of a Step 1, Class A for full-time Association members.
 - b. Category 2 – For those members whose teaching assignment is greater than one-third (33%), but not more than 60% of a normal

DRAFT-Adopted by Exec Board January 30, 2019

assignment, or members whose salaries are less than the minimum teaching salary for the Yucaipa-Calimesa Joint Unified School District.

- i. The dues of active members in Category 2 shall be one-half ($\frac{1}{2}$) of that of Category 1.
- c. Category 3 – For those members whose teaching assignment is less than one-third (33%) or for those who are on leave of absence and wish to remain an Active Member during their leave of absence.
 - i. The dues of active members in Category 3 shall be one-fourth ($\frac{1}{4}$) of that of Category 1.
- B. Membership in a given class or category shall be continuous after the initial enrollment or until a change in professional status shall make the member ineligible for that class or category.
- C. Dues for CTA and NEA will be set by those organizations.
- D. All dues shall be due and payable no later than October 31, or by ten (10) equal payroll deductions authorized by the member commencing October 1 of each school year for those members in Categories 1, 2 and 3. Those members in Category 3 who are in unpaid status shall make arrangements for payment with the Association.
- E. An eligible member who is hired after September 1 will pay monthly dues from the date of employment.

V. Fiscal Control

- A. The Treasurer shall be placed under bond and/or insurance.
- B. The accounts and other financial records of the Association shall be audited by an independent accountant.
- C. The Treasurer shall pay bills that show the budget item to be charged or the Representative Council action of approval. All receipts and bills must be attached.
- D. Members submitting requests for reimbursement for travel expenses shall be in accordance with YCEA Conference Attendance and Reimbursement Guidelines:

DRAFT-Adopted by Exec Board January 30, 2019

- a. Members shall attach receipt and submit the request to the Treasurer on the appropriate form. The treasurer will reimburse the member in accordance with YCEA Conference Attendance and Reimbursement Guidelines
 - b. If any other entity is providing travel or conference expenses, the Association will not provide duplicate reimbursement.
- E. All checks, account transfers, or other financial papers must be signed by two (2) of the following four (4) officers:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- F. Any expenditure other than regular, budgeted association expenses must be approved by the Executive Board.
- G. All association credit card purchases, reimbursement requests, and payments shall be accompanied by the original bill or receipt.

VI. Annual Stipends

- A. An annual stipend of two (2) equal installments shall be made in November and May, and shall be paid according to the adopted yearly budget to all Officers, Committee Chairpersons, Negotiation Team members, and the CTA State Council Representative. Site Representatives will receive their annual stipend at the last regularly scheduled meeting of the Representative Council of the school year.
- B. Stipends for Officers shall be based on a tiered system.
- a. Tier 1 Stipends – President
 - b. Tier 2 Stipends – Vice President, Treasurer, Secretary
 - c. Tier 3 Stipends – Directors
- C. Stipends for Committee Chairpersons shall be based on a tiered system. The Executive Board shall decide in which tier category the Committee Chairperson positions are placed—based on the respective responsibilities and time requirements of the position.
- a. Tier 1 – Negotiations Team Chairperson, Membership Engagement Team Chairperson

DRAFT-Adopted by Exec Board January 30, 2019

- b. Tier 2 – Political Action/Organizing Chairperson, Health Benefits Chairperson, Grievance Chairperson, Negotiations Team Members (maximum of 6)
 - c. Tier 3 – Elections Chairperson, Retirement Chairperson, Communications Chairperson
 - d. Tier 4 – CTA State Council Representative
- D. Stipends for Site Representatives shall be set by the Executive Board according to the Association’s yearly budget and its policies and procedures.
- E. Stipends will be paid for meeting the requirements of the position. The Executive Board, by a two-thirds (2/3) vote, can choose to withhold all or part of a stipend for failing to meet the requirements of the position.
- F. In the case a position is vacated before the end of the term, the stipend will be pro-rated.

VII Association Meetings

- A. Meetings will begin on time and run no longer than 90 minutes. The meeting can be extended in 30 minutes increments when needed subject to approval by a minimum of 2/3 of those attending the meeting.
- B. Notices and agendas for all meetings of the Association shall be sent to affected members at least two (2) days prior to the date of the meeting.
- C. Special Meetings may be called by the President, or by a written petition of a majority of the members of the Executive board or the Representative Council, or by written petition of 20% of the active membership. Special meetings shall be called only for a specific purpose. No business other than that for which the meeting is called may be transacted or discussed.
- D. All meetings of the Executive Board shall be closed meetings.
- E. Any Executive Board Member or Committee Chairperson may be dismissed due to persistent and unjustified absence or nonperformance of duty by a two-thirds (2/3) vote of the Executive Board.

VIII Elections

- A. The President, Secretary, Elementary Director 1, Secondary Director 1, and The Special Education/Student Services/DEC Director shall be elected in odd numbered years.
- B. The Vice President, Treasurer, Elementary Director 2, and Secondary Director 2 shall be elected in even numbered years.
- C. Elementary Directors shall be elected by members working with students in grades TK-5. Secondary Directors shall be elected by members working with students in grades 6-12. The Special Education/Student Services/DEC Director shall be elected by members assigned to Student Services and the District Education Center. No unit member may vote for more than one director in any given election cycle.

IX. Duties of the Directors

- A. The Directors of Elementary shall:
 - a. Attend all meetings of the Association, Representative Council and Executive Board;
 - b. Organize and coordinate with the Site Representatives at the elementary level and monitor their attendance at the Representative Council meetings;
 - c. Provide regular reports to the Representative Council;
 - d. Maintain a notebook of information relevant to the position;
 - e. Perform other duties as may be assigned by the President;
 - f. Attend Yucaipa-Calimesa Joint Unified School District Board meetings;
 - g. Work in the YCEA office on a rotating schedule.
- B. The Directors of Secondary shall:
 - a. Attend all meetings of the Association, Representative Council, and Executive Board;
 - b. Organize and coordinate with the Site Representatives at the secondary level and monitor their attendance at the Representative Council meetings;
 - c. Provide regular reports to the Representative council;
 - d. Maintain a notebook of information relevant to the position;
 - e. Perform other duties as may be assigned by the President;

DRAFT-Adopted by Exec Board January 30, 2019

- f. Attend Yucaipa-Calimesa Joint Unified School District Board meetings;
 - g. Work in the YCEA office on a rotating schedule.
- C. The Special Education/Student Services/DEC Director shall:
- a. Attend all meetings of the Association, Representative Council, and Executive Board;
 - b. Organize and coordinate with the applicable Site Representatives and monitor their attendance at the Representative Council meetings;
 - c. Provide regular reports to the Representative council;
 - d. Maintain a notebook of information relevant to the position;
 - e. Perform other duties as may be assigned by the President;
 - f. Attend Yucaipa-Calimesa Joint Unified School District Board meetings;
 - g. Work in the YCEA office on a rotating schedule.

X. Duties of the Chairpersons

- A. Committee Chairperson Representatives shall:
- a. Attend all meetings of the Association, Representative Council, and Executive Council;
 - b. Serve as a member of the Executive Council;
 - c. Maintain a notebook of information relevant to the position;
 - d. Perform other duties as assigned by the President;
 - e. Provide the Representative Council and Executive Council with regular written reports after committee meetings and trainings;
 - f. Provide the Secretary written reports, as needed, for distribution to the members.
- B. The Elections Committee Chairperson shall:
- a. Coordinate with the Secretary to notify each Head Site Representative of the number of Representatives to be elected;
 - b. Conduct elections in accordance with the CTA Elections Manual;
 - c. Attend elections trainings; and
 - d. Train the Head Representatives on election procedures.
- C. The Health Benefits Committee Chairperson shall:
- a. Attend all meetings of the YCJUSD Health Benefits Committee;
 - b. Assist the Negotiations Team in an advisory capacity;

DRAFT-Adopted by Exec Board January 30, 2019

- c. Attend health benefits trainings;
 - d. Attend informational and training meetings related to the District's health insurance plans as a representative of YCEA including, but not limited to, REEP, VEBA, and Health Benefits Consortia (CPPEEHCC).
- D. The Retirement Committee Chairperson shall:
- a. Keep the YCEA Membership informed of current legislation regarding retirement and retirement trainings;
 - b. Act as the Association's retirement counselor;
 - c. Plan the Association's Retirement Dinner and Recognitions;
 - d. Attend retirement trainings.
- E. The Grievance Chairperson shall:
- a. Attend CTA-sponsored grievance training;
 - b. Determine which concerns are grievable and which should be resolved by other means;
 - c. Work with members involved in a dispute to try to resolve it with administration at the lowest level possible;
 - d. Represent unit members, in coordination with the president, in grievances against management in the district;
 - e. Maintain communication with elementary and secondary directors, the president and vice president regarding problems and concerns occurring at sites;
 - f. Seek advice from the Executive Board on decisions such as whether to pursue grievances or other problems to higher levels or arbitration;
 - g. Act as grievance training mentor for site representatives and members of the Executive Board;
 - h. Maintain records of complaints and grievances, and their disposition. File these annually with the Vice President;
 - i. Communicate with the Bargaining Team as to areas of concern in the contract which might require revision, clarification or change during the normal negotiations process.
- F. The Political Action Committee Chairperson shall:
- a. Keep the membership informed of local, state, and national political issues that pertain to public education;
 - b. Organize local political activities to support YCEA/CTA/NEA interests;

DRAFT-Adopted by Exec Board January 30, 2019

- c. Operate the Political Action Committee in keeping with CTA guidelines and state regulations;
- d. Ensure that the PAC Treasurer has filed reports with the Fair Political Practices Committee as required; and
- e. Attend relevant political actions and trainings.

G. The Negotiations Team Chairperson shall:

- a. Assist the President in the selection of Negotiations Team members to be approved by the Executive Board;
- b. Develop a contract opener proposal and present it to the Executive Board and Representative Council for approval;
- c. Implement all directives and abide by all parameters given by the Executive Board regarding the bargaining activities of the Association;
- d. Conduct bargaining with District personnel to arrive at a Collective Bargaining Agreement and Memorandums of Understanding (MOU);
- e. Keep informed of procedural matters relating to impasse, mediation, and arbitration;
- f. Work with the Citrus Belt UniServ staff to coordinate collective bargaining;
- g. Provide membership with regular updates on the negotiations process;
- h. Regularly survey members regarding issues related to collective bargaining;
- i. Participate in general meetings of the Association established for the purpose of ratification of the Collective Bargaining Agreement;
- j. Ensure that Site-Level MOU Procedures are followed correctly; and
- k. Meet with and brief the President before and after all bargaining sessions of the Association.

H. The Membership Engagement Team Chairperson shall:

- a. Assist the President in the selection of Membership Engagement Team members to be approved by the Executive Board.
- b. Maintain direct contact with the Executive Board, Representative Council, and those involved in organizing efforts;
- c. Develop, review and update an annual membership engagement program (plan, calendar, and budget) in coordination with the Executive Board;

DRAFT-Adopted by Exec Board January 30, 2019

- d. Stay informed about membership benefits and programs of YCEA/CTA/NEA and educate site representatives and unit members about the benefits of belonging to the Association.

I. The Communications Chairperson shall:

- a. Maintain Association social media accounts and postings in coordination with the Secretary, President, Vice President and Political Action Chair;
- b. Build and maintain a strong public image for educators and positioning YCEA as the pre-eminent voice for public education in the local area;
- c. Strengthen community action programs, including the Association's political action efforts; and
- d. Improve communications with the Association's membership throughout the district.

J. Head Site Representatives shall:

- a. Attend all meetings of the Representative Council. If unable to attend, select an elected YCEA member from the unit to represent the site at the meeting;
- b. Conduct Association elections at their respective sites and return ballots and other required materials to the YCEA office by the required deadline;
- c. Conduct elections at their respective sites for site representatives and report results to the YCEA Elections Chairperson by the required deadline;
- d. Assist unit members in resolving minor site-level complaints;
- e. Coordinate with other Site Representatives in following their duties;
- f. Communicate with their respective Executive Board Director about issues and concerns of the membership.

IX. Committees

A. Members of YCEA Committees shall, for a term of (1) one year:

- a. Assist the Committee Chairperson;
- b. Attend all meetings of their assigned Committee.

X. Selection of YCEA Members of the District Peer Assistance and Review (PAR) Committee

DRAFT-Adopted by Exec Board January 30, 2019

- A. When needed, the President shall distribute applications for vacancies on the PAR Committee. Completed applications shall be reviewed and approved by Executive Board. Executive Board shall choose new members.
- B. All permanent unit members are eligible for recommendation.
- C. Committee members will reflect a diverse grade-level representation.
- D. To maintain consistency and awareness of practice, recommendations will consider maintaining at least one (1) member on the committee who had been seated the previous year.
- E. Two (2) committee members shall hold two-year terms selected in odd years; two members shall hold two-year terms selected in even years.
- F. Members may be reselected.
- G. Members may be dismissed due to persistent and unjustified absence or nonperformance of duty by a two-thirds vote of the Executive Board.

XI. Use of Association Name

The name of the Yucaipa-Calimesa Educators Association/CTA/NEA shall not be used by individual members of the Association for the purpose of advertising or publicity without the express consent of the Executive Board. Violations of any kind which purport to express the views of the members of the Association at large in the public media of the press, radio, social media or television shall be reported to the Professional Relations Committee for appropriate action.

XII. The Amendment Process

The Standing Rules may be changed by a majority vote of the Executive Board. The proposed amendment(s) must be presented at a regular Executive Board meeting, and will be voted on at the next regular Executive Board meeting.