

CNTA STANDING RULES

I. REPRESENTATIVE COUNCIL MEETINGS (Bylaws Article VII)

A. REPRESENTATIVE COUNCIL MEETING SCHEDULE

1. Representative Council shall be held on the third Tuesday of each month at a designated time and place.
2. Representative Council meetings will begin promptly at 4:00 p.m. and will adjourn no later than 6:15 p.m., unless a quorum is maintained and a majority of the site representatives present vote to extend the 6:15 p.m. adjournment time.

B. SUPPLEMENTARY RULES OF OPERATION FOR THE REPRESENTATIVE COUNCIL

1. Roberts Rules of Order and supplementary Special Rules may be suspended at any time by a two-thirds vote of the voting members of the Representative Council. Supplementary special rules may be amended by the presentation of a proposed amendment to the Representative Council at a regular meeting and adoption by a two-thirds majority vote of the voting members of the Council at the next regular meeting.
2. Reports from the secretary and treasurer will be presented to the Representative Council in writing.
3. Items presented by CNTA committees for action by the Representative Council shall be presented for information to the Executive Board at least two weeks prior to the meeting of the Representative Council at which the action is to take place.
4. Action items submitted by committees shall be considered on the agenda under Old Business or New Business as appropriate.
5. The normal procedure for placing items of business on the Representative Council Agenda by site representatives shall be to submit the item, in writing, to the President two weeks in advance of the meeting of the Representative Council at which it is to be considered.
6. Persons unable to meet the two-week deadline, or whose items have not been agendaized, may request from the Representative Council body that an item of business be added to the Agenda prior to the adoption of the agenda at the beginning of the Representative Council meeting. Such items shall, however, be duplicated in quantity (if appropriate) for Council members, and must be submitted to the President prior to the Call to Order.

II. EXECUTIVE BOARD (Bylaws Article VI)

A. MEETING SCHEDULE

The Executive Board's regular meetings shall be held on the first Tuesday of each month, or as deemed necessary, at a designated time and meeting place. Regular meeting notices shall be sent at least five (5) days before the scheduled meeting.

B. MEETING PROCEDURES

1. Business items on the agenda will be prioritized by importance before the meeting by the president.
2. The agenda shall be sent to the Board members no less than five (5) calendar days prior to the meeting.
3. Meeting Format

- a. Anything requiring Board action shall have been placed on the Agenda. Board members may make any addition to the Agenda. It will be added before the Board members vote on the approval of the Agenda.
- b. The Parliamentarian will be given the opportunity to give a "refresher" on parliamentary procedure. This presentation will be limited to two minutes. (If appointed and approved.)
- c. Minutes
- d. Reports: Questions should be held until the end of the report.
- e. Prioritized Business Items:
 - 1) The information session for each item will include presentation of the item, questions, and answers. Any remark not phrased as question will be regarded as out of order.
 - 2) Parliamentary debate on the item just discussed shall begin with a motion relevant to the item.
 - 3) The Chair will keep the speaking order.
 - 4) It shall be the duty of the chair to call Board members "Out-of-order" for the following:
 - (a) Interrupting.
 - (b) Making negative personal comments.
 - (c) Conducting private conversations.
 - (d) Straying from the topic.
 - (e) Being repetitious.

III. ELECTIONS

A. TYPES OF GENERAL ACTIVE MEMBERSHIP ELECTIONS

1. **Annual Elections:** Elections that are held each year for the active membership to choose Executive Officers and Directors, as well as State Council Representatives. The Representative Council may also include items for approval by the general membership.
2. **Special Elections:** Elections that are called by the Representative Council at times other than the Annual Election. In addition to items presented for approval by the Representative Council, Initiative, Referendum, and Recall Special Elections may be held.
3. All elections shall be at the call of the Executive Board.

B. NOMINATIONS

Nominations for office shall be made as follows:

1. Any active member may place his/her name upon the ballot for an office of the Association.
2. The name of any active member may be placed in nomination by any other member, with the consent of the nominee.
3. Where necessary, additional nominations may be made by the Representative Council in the regular meeting held immediately prior to the Election to insure at least one person is nominated for each office.
4. A member may run for only one (1) office.

C. PROCEDURES FOR CNTA ELECTIONS

1. Annual/Special Elections

- a. Elections shall be conducted by the Elections Committee. See the Bylaws, Article VIII (Standing Committees), Part B (Elections Committee).
- b. **Announcements of vacancies and preliminary nominations:** During the month preceding the regular meeting of the Representative Council during which

nominations for CNTA officers are to be accepted, the Elections Committee shall publish a list of the prospective vacancies for CNTA elective office. Such notice shall include the term of office and qualifications for each position. The announcement should include Declaration of Candidacy and Nomination forms.

- c. **Consent to be nominated:** Persons whose names have been submitted shall sign the Consent to be Nominated form. Completion and return of such consent shall constitute a commitment to run for the office. The consent form shall include an area on which to submit a maximum 25 word statement of the candidate's platform.
 - d. **Slate of nominees:** The Elections Committee shall prepare a tentative slate of nominees, based on the return of the consent forms along with a special elections flyer including the platform statements of the candidates.
 - e. **Additional nominations:** Additions to the list of nominees may be made by the Representative Council. Consent forms must be filed for those nominated by the Representative Council.
 - f. **Election Flyers:** The candidates will be responsible for finding an individual at each site to deliver personal flyers to members. A regular site rep will not be used for this purpose unless he/she has agreed to do so and does the same for all candidates who so request.
 - g. **Ballot Identification:** The ballot shall include the name of each candidate, listed in the CTA alphabetical order, and the identification of his/her school site. Incumbents who are candidates for re-election shall be identified as such.
 - h. **Voting by acclamation:** When the number of candidates matches the number of available positions during an election for NEA-RA representatives and/or local CNTA officers, the ballot may be waived and the candidates may be elected by acclamation during the Representative Council meeting.
 - i. **Miscellaneous:** Chapter monies, equipment, staff, facilities, or assets of any kind shall not be used to promote any candidate. Privileges extended to one candidate shall be extended to all candidates. All candidates shall receive a copy of the election times, procedures, and guidelines. For campaign purposes, upon request, a candidate shall be given a list of the names and addresses of work sites, as well as the number of active members at each site.
2. **Timelines**
- a. All school and worksite calendars shall be considered when setting election timelines.
 - b. See CTA Handbook.
3. **Balloting**
- a. **Mail balloting** for any General Election shall consist of two mailings. The first mailing will include the Announcement of the Elections and Declaration of Candidacy forms, which may be sent to sites. The second mailing of election materials, including a postage-free return envelope, will be sent to the last known home address of each active member. Such mailing shall take place within ten working days after the action calling the election and with no more than an additional ten working days after the date of the mailing for return delivery at the CNTA office in order to be considered. The election materials will include:
 - 1. **First Mailing** (Materials may be sent to sites.)
 - a. Announcement of Election, including all vacancies and terms of office, as well as the rights of all active members to pursue office. Dates and deadlines include:
 - 1. Deadline and location for receipt of the candidacy form,
 - 2. Date of the election, which shall be at least fifteen days after the deadline for the receipt of the candidacy form,
 - 3. Deadline for preparation of ballots,

4. Dates on which ballots will be distributed, available on-line, or by request,
 5. Date, time, and place the ballots will be counted (immediately following the deadline for receipt of the voted ballots),
 6. Date of announcement of results of the election,
 7. Date and timelines for runoff elections, if necessary,
 8. Deadline for filing challenges.
- b. Declaration of Candidacy form
 - c. Nomination form which members may send to CNTA in order to name suggested nominees.
- 2. Second Mailing** (Materials will be sent to known home addresses.)
- a. Ballot, which shall list candidates using the CTA alphabetical order
 - b. An outer envelope addressed to the CNTA
 - c. An inner envelope for the ballot and a place on this envelope for a signature
 - d. Instructions for the voting-by-mail procedure
 - e. The inner envelope will not be opened until the end of the balloting.
 - f. All names will be cross checked by the Elections Committee. Unsigned envelopes will not be counted.
- b. Electronic balloting** shall be permitted for contract ratifications and CNTA officer elections, with written permission of all declared candidates for a specific office. Electronic balloting for CTA State Council delegates and NEA Representative Assembly delegates shall begin as soon as permitted by CTA, NEA, and any other legal entities that deal with union elections. Electronic balloting for CNTA offices will be done in compliance with CTA election policies. Electronic voting services will be provided by individuals who (1) meet CTA criteria, (2) have no conflict of interest with CNTA, its officers, its employees, members running for election, district administrators, or families of any of these, and (3) would not benefit from undue influence over CNTA affairs. Electronic balloting for any General Election shall consist of two electronic communications (with the option to send back-up printed materials, as needed, to ensure that all members receive the materials in a timely fashion). The first electronic announcement will announce the elections and include a downloadable printable Declaration of Candidacy form. The second electronic communication will be the electronic voting/balloting form. It shall be designed to duplicate the security and privacy features provided by the mail balloting.
1. Ballot (The electronic ballot shall allow members the same options for voting as a paper ballot, including “yes” and “no” options, and a provision for write-ins.)
 2. In lieu of an outer envelope addressed to CNTA, the electronic site will be accessed through the CNTA website.
 3. In lieu of an inner envelope for the ballot with a place for a signature, which allows verification of membership and the right to vote, an identification system, such as the last four digits of the social security number, along with the member’s name, will be required.
 4. In lieu of an inner envelope, which provides anonymity for the voter, the electronic system must provide for the vote and the member identification to be separated and must not allow the members’ identification to be tied in any way to the electronic vote.
 5. Instructions for the electronic voting procedure shall be clearly provided.
 6. All names and member identification will be cross checked electronically with the member database kept by CNTA.

7. In lieu of the opened inside envelopes, a printout with the names (but not identification numbers) of the members who have voted will be provided by the electronic server.
 8. A separate printout of the vote tallies will be provided.
 - c. **School Site Balloting:** Electronic Balloting shall be used for all site elections. Sites may, however, separately petition the Executive Board to hold paper ballot elections. Such petitions shall be signed by no less than 25% of the unit members eligible to vote at that site. Electronic balloting for site elections shall consist of two electronic communications (with the option to send back-up printed materials, as needed, to ensure that all members receive the materials in a timely fashion).
 1. The first electronic announcement will announce the elections and include a downloadable printable Declaration of Candidacy form. For schools on a multi-track schedule, this should be sent a week before a track change and should remain open for Declarations of Candidacy for a week after the track change to allow all teachers time to access the site when on track.
 2. The second electronic communication will be the electronic voting/balloting form. For schools on a multi-track schedule, the balloting shall extend from a week before the next track change to a week after that track change to allow all teachers time to access the site when on track. It shall be designed to duplicate the security and privacy features provided by the mail balloting.
 3. The same procedures shall be followed as listed in III. C. 3. b. Electronic Balloting 1 – 8 above.
 4. In the event that a site has successfully petitioned for paper ballots, ballots shall be furnished to Building Representatives, along with tally sheets showing the number of ballots issued, on or before Monday of election week except that a shorter time may be permitted for runoff including any CNTA member whose principal duties are performed on that school site. Only active CNTA members shall receive and sign for ballots. Ballots shall be counted at the CNTA office, results entered on the tally sheets including the number of ballots returned, and certified by the Elections Committee. The ballots shall be placed in a sealed envelope and kept for 30 days. Ballots must be received at the CNTA office in accordance with instructions included in ballot materials or shall otherwise be considered null and void.
 - d. **Balloting at Year-round Sites:** Year-round teachers at year-round sites may participate in all aspects of the off-track election procedure, electronically or by mail, as described above.
 - e. **Absentee ballot:** Any CNTA member who will not be present at his/her school site during the election time period may contact CNTA to obtain an absentee ballot. Ballot must be returned to the CNTA office by the election deadline.
 - f. Candidates and petition circulators may be represented by an observer during the counting/tallying of ballots.
4. **Special Election**
- The active members of CNTA shall retain for themselves the power of the Initiative, Referendum, and Recall Elections on any matter falling within the authority delegated to the Representative Council as follows:
- a. **Call of election:** The Executive Board shall act within five (5) days to call an Initiative/Referendum/Recall Special Election upon confirmation of a valid petition containing the signatures of at least fifteen percent (15%) of the current active members.
 - b. **Posing of Question:** The petition shall set forth the specific questions to be posed on the ballot.

- c. **Notice of Intent:** The notice of intent consists of a copy of the petition, which shall set forth the specific questions to be posed on the ballot. From the moment that the notice of intent to circulate a petition is received by a member of the Executive Board, circulators shall have fifteen calendar days to obtain the required signatures, which shall include name, site, and the date of the signature. The Executive Board recipient has one day to notify the president or her/his designee of receipt of the petition intent.
 - d. **Pro or Con Arguments:** Separate statements in support of, and in opposition to, the proposal shall also appear on the ballot. Each pro or con argument shall not exceed two hundred (200) words in length, and shall be written by known proponents and opponents of the issue within three (3) school days of the receipt of the petition. Similar rebuttal statements not to exceed fifty (50) words in length, shall be prepared by the same parties within two (2) school days of the completion of the basic statement.
 - e. **Recommendation of Council:** If, in its judgment, the issue warrants it, the Executive Board may call the Representative Council into session to consider the Initiative Proposal. The Council shall have the right to insert a simple statement on the ballot as to whether it recommends approval or disapproval of the measure proposed, but without editorial comment.
 - f. **Initiative/Referendum Election:** By a 2/3 vote, plus one, the Representative Council may adopt the position of the petitioners, thereby canceling the called Special Election
 - g. **Recall Elections:** Recall of any or all elected CNTA officials may be proposed by a Petition of Recall, as herein described. A statement not to exceed two-hundred (200) words in length, of the reasons for the proposed recall, shall be part of the Petition of Recall. Each Official involved shall have the right to make a rebuttal statement not to exceed two-hundred (200) words in length, which shall also appear on the ballot. The question of recall shall be posed separately on the ballot, for each person concerned.
5. All elections, unless otherwise noted, are determined by simple majority and shall be conducted by secret ballot. Runoff elections may be required if no majority is achieved in initial voting.

IV. **STANDING COMMITTEES**

All Standing Committees shall report and act within their assigned field of responsibility in accordance with the CNTA Bylaws and Standing Rules. The president shall submit a list of nominees for Chairpersons and members of standing Committees for the approval of the Executive Board. Chairs and membership lists must be resubmitted to the Executive Board annually.

A. STANDING COMMITTEE LIST

1. Negotiations Team Committee
2. Community for Better Schools
3. Elections Committee
4. Grievance Committee
5. Human Rights Committee
6. Insurance Committee
7. Scholarship Committee

B. COMMITTEE TASKS AND RESPONSIBILITIES

The annual charge and any necessary supplemental charges to each committee shall be developed and presented by action of the president with advice and consent of the Executive Board. All materials, letters, surveys, etc., distributed by a committee shall be approved by the President prior to distribution and all action items from the committee to the Representative Council shall be sent to the Executive Board via the president for a recommendation prior to presentation to the Representative Council. All special committees shall present a brief summary first to the Executive Board via the president and then to the Representative Council after each of their regular meetings.

C. COMMITTEE CHAIR RESPONSIBILITIES

1. If possible, set up a calendar of meeting dates and times. Give a copy of the schedule to the CNTA secretary to place on a master calendar. Send a meeting notice to each of the committee members at least one week prior to the meeting. If the meeting notice or any material needed for the meeting is to be prepared by the office staff it must be requested from the office at least a week before the meeting.
2. Materials to be sent to committee members prior to a committee meeting must be submitted at least a week prior to the scheduled meeting.
3. The vice president may assist in carrying out goals of the committee.
4. All committees are encouraged to have agendas, meeting notices, and a brief summary for reporting purposes to the Executive Board.
5. Committee chairs may request training workshops and conferences as appropriate.

V. NEGOTIATIONS

A. NEGOTIATIONS TEAM/COMMITTEE

Appointments to this committee shall be made in accordance with the Bylaws with consideration given to such factors as experience in bargaining, subject areas and grade levels taught, geography, race, sex and similar factors, so as to form a broadly-based representative committee. In choosing the Negotiations Team from the entire committee, similar considerations shall be followed. The Negotiations Team shall consist of five (5) members plus necessary alternates nominated by the President with the approval of the Executive Board. The members of the Negotiations Team shall assume roles and duties as needed in the current negotiations situation. Additions to the team may be made if deemed necessary.

B. DEVELOPMENT OF THE PROPOSED CNTA COLLECTIVE BARGAINING AGREEMENT

The Committee shall be responsible for the development of the CNTA Collective Bargaining Agreement (CBA). In developing the CBA, the Committee shall:

1. Prepare a survey which shall be distributed to all teachers and tabulated by the Committee.
2. Conduct hearings throughout the District as requested and at Rep Council to provide CNTA members with the opportunity to give direct input.
3. Conduct research, both independently and in cooperation with other CNTA committees, to provide the necessary data for the support of CNTA positions at the bargaining table.
4. Develop, with the use of the information obtained by the foregoing processes, the CBA proposal.
5. Submit a proposal which reflects the concerns of CNTA members; summarize and distribute the CBA to all CNTA Reps for membership consideration and to the Representative Council for approval.
6. Submit Memorandums of Understanding (MOUs) which affect the entire membership of the association to the Representative Council with recommendation from the Executive Board. The Representative Council shall determine whether the MOU shall be presented

to the entire membership for ratification. MOUs negotiated as a result of state or federal legislation are not subject to this process.

C. RELATIONSHIP OF NEGOTIATIONS TEAM TO STANDING COMMITTEES

1. Standing and Ad Hoc Committees may submit items for inclusion in the CBA directly to the Negotiations Committee through the president.
2. The Negotiations Team may submit questions through the President to CNTA Standing Committees as appropriate.
3. The Negotiations Team will report to other CNTA Committees through the president the disposition of their submitted issues.

D. REPRESENTATIVE COUNCIL JURISDICTION

1. The Representative Council, by a two-thirds vote, may direct the Executive Board to include provisions in Collective Bargaining Agreement (CBA) proposals.
2. The Representative Council, by a two-thirds vote, may direct the Executive Board to seek changes through MOUs.
3. Prior to voting to include CBA proposals and MOUs, the Representative Council must be informed that proposals may be modified or eliminated during the process of reaching a Tentative Agreement (TA) between the negotiating parties (i.e. CNTA and CNUSD).

E. RATIFICATION PROCEDURES

All final TAs (tentative agreements) on contract negotiations shall be submitted to the general membership for final ratification by procedures established by the Representative Council. All voting will take place in accordance with election procedures as outlined in the Standing Rules.

1. The TAs and MOUs to be voted upon shall be reproduced and distributed at least 24 hours in advance of any called or regularly scheduled meeting of the Executive Board and Representative Council in which a vote on the tentative agreement(s) is anticipated.
2. No TAs and MOUs may be slated for a vote by the active membership without first being approved for such vote by the Executive Board and then the Representative Council.
3. Ratification votes by all active members must take place on tentative agreements that are to become part of the Contract (CBA), following the next round of contract negotiations.
4. MOUs affecting all members of the bargaining unit, and having an effect on existing CBA language, must be ratified by a vote of all the members, following the next round of contract negotiations.
5. MOUs related to special circumstances, government programs, or changes in the Education Code or state or federal law need not be submitted to a vote of the active membership if they are approved by a two-thirds vote of the Executive Board and the Representative Council in their respective meetings. MOUs receiving a majority but not two-thirds votes in both bodies must be approved by full ratification votes as part of the overall package of contract revisions following the next round of contract negotiations.
6. Upon direction to conduct an election by the Representative Council, the Executive Board shall select the election dates and direct the Election Committee to carry out the election according to procedures outlined in ARTICLE III of the Standing Rules.

VI. GRIEVANCE PROCESSING

A. GRIEVANCE COMMITTEE

1. Nominations to the Grievance Committee shall be made by the president; approval shall be made by the Executive Board.

2. The grievance committee shall be responsible for implementing the Association's grievance program.
3. The committee shall provide representatives to assist members of the bargaining unit in processing grievances.
4. The committee shall represent the Association at grievance proceedings whenever a member of the bargaining unit is processing a grievance without the assistance of the Association. It shall make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs and shall keep the Executive Board informed regarding the operation of the grievance program monthly.
5. It shall consider carefully the merits of each grievance and make recommendations to the Executive Board regarding the submission of a grievance to arbitration or court.
6. It shall keep a record of all grievances processed.
7. It shall provide for training resources and support for the Association's building grievance representatives.
8. It shall study the Association grievance processing program and policies and make recommendations to the Executive Board for maintaining and improving their effectiveness.

B. GRIEVANCE PROCESSING

As the exclusive representative for all certificated employees of the CNTA bargaining unit, CNTA shall not consider membership in the Association as a criterion for any decisions made relative to the processing of a grievance. Any person represented within the bargaining unit shall be eligible to become a grievant.

1. **Definition of Grievance:** A grievance shall be as defined in the CBA.
2. **Basic Representation:** A grievant shall automatically be entitled to representation through the CNTA Grievance Committee, through any and all steps in the grievance procedure, prior to submission to court (arbitration).
3. **Arbitration Representation:** After a grievance has been processed through all the preliminary steps, a carefully considered decision must be made on whether to arbitrate. Only the Association may make this decision. The grievant requests arbitration if desired, but the decision is up to the Association, not the grievant. The Association's Executive Board is the appropriate group to make the decision to arbitrate. The Association should evaluate every grievance in accordance with a standard list of criteria. The decision as to whether or not to pursue a particular grievance to arbitration shall be an organizational one. The following shall be the basic criteria and procedures used in making this determination:
 - a. **Factors in Considering Arbitration**
 - 1) Does the association have credible evidence and arguments to support its position?
 - 2) Is there a reasonable chance of winning the case?
 - 3) Is it incidental or precedential?
 - 4) Will the grievance achieve the goal sought?
 - 5) Have all procedural steps been followed properly?
 - b. **Evaluating a Grievance**

In evaluating a grievance, the Association considers criteria such as these:

 - 1) What provision of the Collective Bargaining Agreement has been violated?
 - 2) Does it involve a violation of past practice or health and safety provisions?
 - 3) Does it fall within the definition and time limits of a grievance as contained in the grievance policy?
 - 4) Does it have serious implications for other members and does it involve an important rule, regulation or working condition?
 - 5) Is it precedential or incidental?

- 6) Can sufficient documentation be obtained in support of the member's case?
- 7) What are the prospects for success if the grievance is pressed to arbitration?
- 8) Can the problem be remedied?
- 9) What are the probable consequences for the Association if the grievance is pressed to conclusion, or not supported?
- 10) Can the matter be resolved more effectively for the member and the Association without using the grievance procedure?
- 11) Along what lines will the administration probably defend the case and how strong is their case?
- 12) Are the means available to establish the intent of the policy under dispute?
- 13) Is it likely that the grievance will have to be pressed to the final step of the grievance procedure?
- 14) Has the administration used just cause if discipline is involved?
- 15) Has a similar grievance been resolved in the past on the problem at hand? If so, how?
- 16) Will it be advisable to have expert assistance from staff in handling the grievance?

C. PROCEDURES

1. The Grievance Committee shall recommend arbitration to the Executive Board, if such a recommendation is appropriate.
2. After presentation, the Executive Board shall formally confer and vote on the issue of arbitration.
3. If the request for arbitration is denied, the Executive Board must give written rationale for the decision in its response to the grievant.

VII. SCHOLARSHIP COMMITTEE

A. COMPOSITION

The Scholarship Committee shall be responsible for coordinating all efforts regarding the awarding of CNTA Scholarships. The Committee shall be composed of:

1. One teacher/counselor from each comprehensive high school.
2. One counselor/teacher from each non-comprehensive high school.
3. The chairperson of the Committee.

B. PROCEDURES

During the months of February and March counselors at each high school will notify students regarding CNTA Scholarships. Applications are due in late March. Counselors will screen applicants at each school and submit a list of students to be interviewed to CNTA by March 31. The maximum number of applications shall not exceed 10 at each comprehensive high school, 5 from each non-comprehensive high school, and 1 from Adult Education. The Scholarship Committee on a yearly basis will determine and advise each site the number of applications to be submitted. Prior to student interviews, the Scholarship Committee will meet at least once to review procedures for interviewing. Interviewing will be as early in April as possible with notification to the schools prior to May 15.

VIII. Membership Assistance

A. GUIDELINES

1. The applicant must be a member of CNTA/CTA/NEA in good standing.
2. All information shall be confidential.
3. If financial aid is indicated, the emergency fund may provide aid up to \$1500.00.

- a. The amount given in each case is to be determined by a majority of the committee depending on the need of the individual and the amount of money in the fund.
- b. In an unusually serious situation, and if the circumstances warrant it, the committee may use its discretion to increase the amount to \$1,500.00. However, this decision must be brought to the Executive Board for approval.
- c. Deliberations shall be confidential.
4. Financial Aid shall be in the form of interest-free loans.
 - a. A program of repayment shall be established at the time of the loan, and shall commence within (90) ninety days unless extended in the event of extreme and unusual circumstances.
 - b. Payroll deduction is the preferred form of payment. However, the borrower may make a cash lump sum payment, if it can be repaid within 90 days. Otherwise, the applicant must choose payroll deduction.
 - c. The amount of the pay back payments shall be established on a case by case basis.
 - d. On rare occasions the repayment may be waived with the approval of the Executive Board.
5. Criteria for giving emergency financial assistance shall include:
 - a. Dire depletion of financial resources due to serious job related problems, divorce, fire, death in family, etc.
 - b. Heavy family expense due to prolonged illness or accident that may have exhausted the applicant's ability to remain financially solvent.
 - c. Catastrophes which have exhausted the applicant's financial resources.
6. The CNTA Membership Assistance Fund will require a written application and may require an interview or other additional information before making a decision.
7. Any other requests not covered here must be presented to the Executive Board.

B. DISBURSEMENT OF FUNDS

Members of the Executive Board shall consider the following suggestions for the disbursement of financial assistance:

1. Application should be complete and in detail.
2. Basic information should be checked for accuracy.
3. Membership in CNTA shall be verified.
4. The committee may require additional information before making a decision.

X. CNTA MEDIA POLICIES

- A. CNTA PUBLICATIONS:** Dependent upon the annual budget of CNTA, CNTA media shall be made available to all unit members unless otherwise stated.
- B. IDENTIFICATION:** All CNTA media going to the general membership shall be identified by the CNTA logo. All media made available through the CNTA office shall be approved by the President and identified as to source.
- C. CNTA PUBLIC RELATIONS OUTSIDE THE DISTRICT:** The President with Executive Board assistance shall control news releases issued in the name of CNTA to outside public media to insure that they conform to CNTA policies.

XI. REIMBURSEMENT OF EXPENSES

- A. PHILOSOPHY:** It shall be the philosophy of CNTA that no member, within budgetary limitations, shall be expected to expend individual monies in the performance of CNTA related responsibilities.

B. PRESIDENT'S AND VICE PRESIDENT'S EXPENSE ACCOUNTS: There shall be established in each budget an individual expense account for the president and vice president of CNTA. This expense account shall be established annually in an amount to be submitted to Representative Council as part of the adoption processes for the Annual Budget. Expenses for meals, lodging, air-travel, etc, when necessary as a result of CNTA responsibilities, shall be reimbursed through the submission of a voucher form. Unusual or questionable expenses shall be subject to the prior approval of the Executive Board. Unusual or questionable expenses in excess of \$200.00 shall be subject to the approval of the Executive Board.

C. MEMBERSHIP EXPENSES: In addition to the above category, other CNTA members who incur expenses as a result of authorized activities shall be eligible for reimbursement of such expenses in accordance with the following guidelines.

1. **MILEAGE:** As per guidelines established by CTA for State Council Members.
2. **MEALS, LODGING & TRANSPORTATION:** Expenses in these categories must be authorized in advance with established budget categories.
3. **APPROVAL OF EXPENSE FORMS:** Before an expense form is paid from CNTA funds it must receive the signed approval of two of the following: President, Treasurer, Vice-President, or Secretary.

XII. DUTIES OF EXECUTIVE BOARD MEMBERS

A. DUTIES OF THE PRESIDENT

1. Prepare the preliminary agenda for the meetings of the Association, the Representative Council, and the Executive Board.
2. Be the official spokesperson for the Association.
3. Be familiar with the governance documents of the Association, the CTA, and the NEA.
4. Annually nominate all chairpersons and members of committees, and the negotiations team, with the approval of the Executive Board.
5. Call meetings of the Association and the Executive Officers and Representative Council.
6. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association.
7. Attend meetings of the Service Center Council of which the Association is a part.
8. Attend other CTA/NEA meetings as appropriate to carrying out the duties of the President.
9. Perform other such duties and functions as are delegated or assigned to him/her by the Executive Board or requested by the Representative Council, and other provisions of the Bylaws/Standing Rules.
10. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.

B. DUTIES OF THE VICE PRESIDENT

1. Serve as assistant to the president.
2. Assume the duties of the president in the absence of the president.
3. Be responsible for assisting, organizing, and directing Site Representatives under the direction of the president.
4. Be responsible for the formation and distribution of the Association's calendar of activities.
5. Give a monthly summary report to the Executive Board through the president of all activities and status of Site Representatives.
6. Perform such duties as may be directed by the president.

7. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.

C. DUTIES OF THE SECRETARY

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and Executive Board.
2. Carry on all correspondence pertaining to the affairs of the Association as directed by the President.
3. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.

D. DUTIES OF THE TREASURER

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting.
2. Pay out such funds upon orders of the president.
3. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board.
4. Be responsible for an annual audit of the books of the Association and post a summary of this audit for the membership.
5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.
6. Give a monthly summary report to the Executive Board through the President of all activities of record keeping.
7. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.

E. ELECTION AND DUTIES OF K-3 ELEMENTARY, 4-6 ELEMENTARY, INTERMEDIATE, HIGH SCHOOL, AND SUPPORT SERVICES/SPECIAL EDUCATION DIRECTORS

1. Shall be elected by members of their representative groups.
2. Shall represent in any meetings with the Executive Board or administration all concerns of their constituents.
3. Shall poll their constituents through meetings, surveys, etc.
4. Shall comprise the Curriculum Committee which meets quarterly with the representatives of the District administration.

F. ELECTION AND DUTIES OF STATE COUNCIL REPRESENTATIVES

1. Shall be elected in accordance with CTA rules.
2. Serve as voting members of the Executive Board.
3. Attend CTA State Council and Service Center Council meetings each year.
4. Attend CTA committee or sub-committee meetings as assigned and called.
5. Attend local Executive Board and Representative Council meetings.
6. Give reports on all State meetings to the Representative Council immediately following State Council.
7. Represent CNTA to CTA.
8. The first runner-up in each election for State Council Representative shall be the designated alternate.
 - a. The term of this position shall be until another election for State Council Representative is held.
 - b. Should the first runner-up refuse to serve as Alternate, or fail to attend two sessions of the State Council when called upon, this position must be deemed vacant.
 - c. Should the Alternate position become vacant, the CNTA president shall nominate a CNTA member as State Council Alternate for approval by the Executive Board.

G. DUTIES OF EXECUTIVE BOARD MEMBERS

1. Meet prior to each regular meeting of the Representative Council and at such other times as the President or at least two Executive officers may deem necessary, or upon written petition of a majority of the members of the Executive Board.
2. Coordinate activities of the Association.
3. Act for the Representative Council when school is not in session.
4. Direct the Bargaining activities and Grievance processing of the Association, subject to policies set by the Representative Council.
5. Approve and remove all committee members as recommended by the president.
6. Recommend a budget for the Association to the Representative Council.
7. Recommend to the Representative Council adoption of the By-Laws/Standing Rules for the Association.
8. Exercise all of the business and organizational powers and duties for the Association as prescribed by law, the CNTA bylaws, and the CNTA standing rules, subject to any restrictions which may be imposed by the Representative Council.
9. Fulfill the requirements of their job descriptions which may include submitting a monthly itinerary.

XIII. REQUEST FOR CNTA FUNDS/DONATIONS

CNTA, being a non-profit organization, may contribute funds to school related organizations, certain community involved organizations, and other charitable organizations that fall within the realm of bettering community relations. Requests for contributions are subject to the approval of the Executive Board.

XIV. ASSOCIATION REPRESENTATION ON THE UNISERV BOARD

- A. The Corona-Norco Teachers Association Executive Board shall serve as the Uniserv Board.
- B. The duties of a Uniserv Board member shall include the following; disbursement of Uniserv funds; maintenance of financial records of the Uniserv Board members; maintenance of financial records of the Uniserv; exploring possibilities of training sessions; and working in unison with CTA.