



Standing Rules
of
Corona-Norco Teachers Association

Revised By Executive Board
September 3, 2019

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I. REPRESENTATIVE COUNCIL (Bylaws Article VI & VII)

A. REPRESENTATIVE COUNCIL MEETING SCHEDULE

1. Representative Council shall be held on the 3rd Tuesday of each month at a designated time and place. Regular meeting notices shall be sent at least five (5) calendar days before the scheduled meeting.
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. COMPOSITION

1. The Representative Council shall be composed of the following Active members:
 - i. Voting members of the Executive Board
 - ii. Elected Site Representatives
 - iii. Elected State Council Representatives
 - iv. Minority at-Large Representative

C. ELECTION AND DUTIES OF STATE COUNCIL REPRESENTATIVES

1. Shall be elected in accordance with CTA rules.
2. Attend CTA State Council and Service Center Council meetings each year.
3. Attend CTA committee or sub-committee meetings as assigned and called.
4. Attend local Executive Board and Representative Council meetings.
5. Give reports on all State meetings to the Representative Council immediately following State Council.
6. Represent CNTA to CTA.
7. The first runner-up in each election for State Council Representative shall be the designated alternate.

D. RULES OF OPERATION FOR THE REPRESENTATIVE COUNCIL

1. Reports from the secretary and treasurer will be presented to the Representative Council in writing.
2. Action items submitted by committees shall be considered on the agenda under Old Business or New Business as appropriate.
3. 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.
4. 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 should, however, be duplicated in quantity (if appropriate) for Council members, and must be submitted to the President prior to the Call to Order.
5. At any meeting of the Representative Council an absent representative may be substituted by an elected alternate from the same unit.
6. Each site shall be entitled to at least one representative. There shall be one representative for each ten (10) Association members on the site, an additional rep for each major fraction thereof. Each site shall elect one alternate site representative.

7. The President may appoint a Parliamentarian with ratification by the Executive Board. The Parliamentarian must be an Elected Site Representative and shall advise the President, or presiding officer, on matters of Parliamentary Procedure.
8. The President may appoint a Special Education Liason with ratification by the Executive Board. The Liason must be an elected Site Representative and shall facilitate Representative Council breakout sessions for Special Education Classroom Teachers, report to the Executive Board and assist in problem solving member concerns in collaboration with elected directors as requested.

E. SITE REPRESENTATIVE

1. Site Representatives shall be elected for a term of one year, commencing on July 1 of any calendar year. There is no restriction on the number of terms site reps may be serve in their position.
2. Site Representatives duties:
 - i. Attend all Representative Council meetings while school is in session.
 - ii. Hold monthly site meetings.
 - iii. Conduct all CNTA elections at the site, properly and in a timely manner.
 - iv. Represent unit members in meetings with Administration, including filing grievances properly and in a timely manner.
 - v. Maintain a CNTA Bulletin Board at the site.
 - vi. Distribute communications from the CNTA Office in a timely manner and post on the CNTA bulletin board as directed.
 - vii. Provide communication from and represent the views of the site to the Association.
 - viii. Serve on an Association Standing committee OR serve as a CNTA Representative on a District committee.
 - ix. Representatives who fulfill duties and responsibilities in accordance with the Site Representative Passport (below) will receive a stipend in accordance with the Passport. Stipends must be in an amount less than or equal to current local chapter dues. This stipend will be given out at the end of the school year.
 - x. Representative should communicate with the Association in a timely manner through email, texting, phone call or one on one. Personal email utilization is preferred.

Site Representative Stipend Passport

Duty/Activity	Point Value
Representative Council Meeting Attendance	Site Rep will receive 1 point for full attendance at each Representative Council Meeting.
Monthly 10 Minute Site Meeting	Participating Site Reps will receive 1 point for each monthly 10 Minute Site Meeting. Minutes indicating who participated and the agenda shall be submitted to office@wearecнта.org by the end of each month.
Bulletin Board	Site Rep will receive 3 points per semester for sending a photo of their updated CNTA Bulletin Board.
Serving on a CNTA Committee	8 points shall be awarded for actively participating in a CNTA Committee. (Per committee?)
Attending CNTA Events	Will receive 3 points for attending each of the following: <ul style="list-style-type: none"> - Winter Social - Retirement/Day of the Teacher Party
Elections	Participating Site Reps will receive 5 points for properly executing Elections at their site.
Site Rep Training	5 points for Full Attendance at 2019-20 Site Representative Training
0-20 pts= No Stipend earned 20-29 pts- \$100 30-39 pts=\$150 40+ pts=\$200	

F. SITE REP ELECTIONS

1. Site Representative Positions at the site should be announced to Members no later than 2 working days prior to voting. Communications should make it clear that any CNTA Member may be a site rep, what responsibilities they have, and the process for nomination.
2. Election should be run by a CNTA member who is not running for any 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, members may accept the candidates as site representatives by acclamation.
4. If the number of Site Representative Positions allocated to the site is fewer than the number of candidates, elections must be determined utilizing CTA paper ballot processes and will be determined by plurality voting. Counting of ballots must be done by CNTA members not running in the election.
5. Election Results and the names of all Elected Site Representatives for the upcoming year should submitted to the chapter in writing no later than June 1st of each year.

G. REMOVAL AND VACANCIES

1. A school site may remove one or more of its representatives or alternates by a two-thirds (2/3) vote of its members.
2. Attendance of Site Representatives at Representative Council Meetings will be made available to all members. Sites are encouraged to consider replacement of a Representative that fails to attend three (3) consecutive regular meetings.
3. Whenever a vacancy occurs in any representative position, the school site may elect a successor in the same manner and subject to the same requirements as for the regular election.

H. ETHNIC-MINORITY REPRESENTATIVE

1. Each year, a Minority at-large Representative will be elected in the Spring Election for a term of 1 year commencing on July 1 of that calendar year. Minority at-large will serve as a voting member of the Representative Council. In the event the Executive Board is not proportionate to the ethnic-minority membership of the Association (as defined by the United States Census Bureau and as determined on March 1 of each membership year), the Minority at-large Representative will attend the Executive Board meetings as a voting member.

II. EXECUTIVE BOARD (Bylaws Article VIII & IX)

A. MEETING SCHEDULE:

1. 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 place. Regular meeting notices shall be sent at least five (5) calendar 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 request from the Executive Board that an item of business be added to the Agenda prior to the adoption of the agenda at the beginning of the Executive Board Meeting.
- b. Minutes
- c. Reports: Questions should be held until the end of the report.
- d. 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) Vice President will keep 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 topic.
 - (e) Being repetitious.

C. COMPOSITION

1. The Executive Board shall be composed of the principal elected officers (president, vice president, secretary, treasurer), directors representing, intermediate, high school, and support services.
2. Public Relations - The President shall annually appoint a Public Relations Director with ratification of the Executive Board. The duties of the PR Director are to draft and submit Press-Releases and Publications, as directed by the President and Executive Board. Public Relations Director shall serve as a non-voting member of the Representative Council and Executive Board.
3. Committee Chairs may attend at the invitation of the President.

D. TERM OF OFFICE

1. The president and vice-president shall be limited to two consecutive full elected terms. At least one full term must elapse before again being eligible to serve in that position. Fulfilling an un-expired term shall not be counted in this two-term limitation.
2. All terms of the Executive board shall be staggered with one-half the officers to be elected one year and the other half to be elected the following year. The president, vice-president, secretary, elementary TK-2 director, and support services/special education director shall be elected in even years. The treasurer, elementary 3-6 director, intermediate director and high school director shall be elected in odd years.

E. DIRECTORS

1. Directors shall be elected in the annual General Election for a two (2) year term and shall consist of the following:
 - a. elementary TK-2
 - b. elementary 3-6 (at elementary sites)

- c. intermediate (Inclusive of 6th grade at Intermediate Sites)
 - d. high school
 - e. support services/special education
2. The elementary TK-2, elementary 3-6, intermediate (inclusive of 6th grade at Intermediate Sites), high school and support services/special education directors shall communicate by meetings, surveys and questionnaires, and shall report back to the Representative Council, Executive Board, and the president on the issues under consideration by their respective constituency group.
 3. Each Year, the Executive Board will review and evaluate the Director.

F. REMOVAL AND VANCANCIES OF EXECUTIVE BOARD MEMBERS

- a. An office shall be deemed to be vacant if no qualified candidate has been elected to fill it or if the incoming officer is unable to serve.
- b. An office shall be deemed to be vacant in the event of the officer's death, resignation, inability to serve, or failure to maintain Association membership.
- c. The position of a director shall be deemed to be vacant in the event of the director's resignation, inability to serve, or failure to maintain Association membership.
- d. A directorship shall be deemed to be vacant if no qualified applicant has been elected to fill it or if the incoming director is unable to serve.

III. 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.

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 TK-2 ELEMENTARY, 3-6 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. 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.

IV. ELECTIONS

CNTA shall follow the elections procedures outlined in the CTA Elections Manual and Requirements for Chapter Election Procedures.

Campaign Flyers shall be approved by the CNTA Elections Committee ensuring compliance with CTA Campaign Guidelines as outlined in the Elections Timeline.

**Directors will be voted in only by their respective constituency groups.

V. 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 the 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) Community Outreach	10) Bylaws Committee
2) Elections Committee	11) Scholarship Committee
3) Grievance Committee	12) Evaluation Committee
4) Human Rights Committee	13) Stipend Committee (ad hoc)
5) Negotiations Committee	
6) Insurance Committee	
7) PAC Committee	
8) Member Engagement/Social Committee	
9) Calendar 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/four working days 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.

VI. 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 chosen 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.

1. Members who wish to serve on the Negotiations Team will submit their names to the President.
2. The President shall select five committee members with at least one from each of the following categories; secondary, elementary, special education/support services to be presented to the Executive Board for ratification.

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.
5. Submit 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 Memorandum 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 Team through the President.
2. The Negotiations Team may submit through the President issues 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 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 TA's 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. TAs and MOUs shall be presented to Rep Council and Executive Board prior to the ratification vote as an informational item.
3. Ratification votes by all 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 vote 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.

VII. GRIEVANCE PROCESSING

A. GRIEVANCE COMMITTEE

1. Appointments to the Grievance Committee shall be made by the president; approval 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 either 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 meet and consider any request to process to Level Three (3) and make recommend arbitration to the Executive Board, who will make a final determination.
2. The Grievance Committee shall recommend arbitration to the Executive Board, if such recommendation is appropriate. After presentation, the Executive Board shall formally confer and vote on the issue of arbitration.
3. The above outlined procedure is not to preclude the grievant's right to appeal directly to the Executive Board after the committee has made its presentation.
4. If the request for arbitration is denied, the Executive Board must give written rationale for the decision in its response to the grievant.

VIII. SCHOLARSHIP COMMITTEE

A. COMPOSITION

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*.

IX. POLITICAL ACTION COMMITTEE

The Corona-Norco Teachers Association's Community for Better Schools generates funds, Screens candidates, and makes recommendations to the Association for the endorsement of local school board candidates and any local elections or appointed positions.

1. The President of CNTA shall appoint a Chairperson , PAC Treasurer and PAC Committee members that shall be representative of various school sites and contain at least one teacher from grades TK-3, 4-6, middle school, and high school and at least one support personnel. The members included in the committee will be recommended by the President and approved by the Executive Board.
2. The PAC Committee will develop a recommendation/endorsement timeline for elections for local school board, community college, or county board of education elections, to be approved by the CNTA Rep Council.
3. All viable candidates in the above listed elections will be invited to participate in the CNTA recommendation/endorsement process.
4. All candidates will be interviewed by the PAC Committee using identical questions developed by the Committee. Telephone interviews may be included if a candidate cannot attend a scheduled interview.
5. The Committee shall operate on a consensus basis. Only candidates that have a consensus of support will be reported out of the Committee.
6. The PAC Committee will report its recommendation(s) to the Executive Board at the conclusion of the interviews.
7. The PAC Committee may recommend that no candidate be supported or that one or many candidates warrant the support of the Association. The Committee may also recommend a

neutral position in a given race. Under no circumstances shall the Committee recommend more candidates than there are available seats.

8. At the earliest possible date, the Rep Council will vote to affirm or reject the recommendation for endorsement of the PAC Committee. To be officially recommended by CNTA, a candidate must have received 2/3 votes.
9. No funds will be allocated out of the CNTA PAC fund for any candidate who does not receive official CNTA recommendation.
10. No officer of the Association will support any candidate not officially recommended by the Association in their capacity as officer of CNTA.
11. PAC Treasurer will provide monthly written reports showing the receipt and expenditure of funds, the place and amount of deposits, and any outstanding liabilities of the PAC. Reports shall be presented to the Executive Board and Rep Council and will be available to any member contributing to this fund upon request.
12. PAC Treasury Funds may only be utilized for the endorsement and support of an approved campaign.
13. PAC Chairperson and PAC Treasurer shall file reports with any governmental agency in connection with the performance of any of its' duties in the name of the committee or the committee members.

X. MEMBERSHIP ASSISTANCE

A. GUIDELINES

1. The applicant must be a member of CNTA/CTA/NEA in good standing.
2. All information shall be confidential to the extent afforded by law.
3. If financial aid is indicated, the emergency fund may provide aid up to \$ 2,000.00.
 - 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. 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 but shall be repaid within one year.
 - 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.

XI. 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.

XII. 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, or Vice-President.

XIII. REQUEST FOR CNTA FUNDS/DONATIONS

1. 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.
2. The Association has established and shall fund the following internal operating committees: Membership Assistance, Scholarship, and Corona-Norco Teachers Association's Community for Better Schools.
3. The Association has established an amount sufficient to cover the operating expenses of the above referenced internal committees. This amount shall be proposed by the Executive Board and approved by the Representative Council.
4. Any Association member may notify the Association in writing of his/her objection to supporting any funds referenced above. If such notification is not given, an automatic monthly deduction shall take place.

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.



Policies of CNTA

03/20/12

1. All policies to be followed by CNTA shall be written and attached to the Standing Rules.
2. Any member of CNTA at any time may make a written request for addition, deletion, or change to a CNTA policy item.
3. CNTA Bylaws, Standing Rules, and policies shall be reviewed by a joint committee, composed of members of the Executive Board and Rep Council. Recommendations shall be made to Executive Board and Rep Council on an annual basis.
4. Per CTA protocol, it shall be the policy of CNTA that full time release officers shall submit their itineraries for the previous month to the Executive Board for publication at the following Rep Council meeting. The President and Vice President of CNTA shall publish a tentative calendar, including non-workdays before the start of the school year.
5. Expenditures which require the use of CNTA funds for additional work days and/or stipends for the President or Vice President must be presented to and approved by both the Executive Board and Rep Council prior to implementation.
6. It will be the policy of CNTA to secure competitive bids from outside vendors for the purchase and/or contract of goods, services, or equipment exceeding \$2500 per item or \$5000 yearly total. Full disclosure of any known association of a vendor with any CNTA member will be presented when submitting bids.
7. The additional stipend paid for the 40 additional days of work per calendar year shall apply to the 2011-2012 school calendar only.

05/15/12

1. Alcohol may not be served on CNTA property.
2. All checks written from CNTA funds shall be signed by the Treasurer and one other executive officer.
3. CNTA shall maintain no more than two credit card accounts with only the Executive Officers (with prior approval of the Executive Board or the Representative Council) or Office Manager as authorized signers. One account shall be used exclusively for airfare and other public transit, hotels/lodging, conference expenses for members/leaders, meals, and other expenses for CNTA members representing CNTA. The other card shall be used for only budget items detailed in the annual CNTA budget. The Executive Officers and/or Office Manager using the credit card accounts must sign the credit card agreement.
4. In accordance with the Business Expenses and Credit Card Policy and **CNTA STANDING RULES; XI. REMBURSEMENT OF EXPENSES; B. PRESIDENT'S AND VICE PRESIDENT'S EXPENSE ACCOUNTS** – The President and Vice President shall submit a monthly voucher detailing all expenses to be reimbursed. In order for the expenses to be paid, this voucher shall be submitted within thirty (30) days of the end of each month to the CNTA Treasurer for inclusion in the next Treasurer's monthly reports to the Executive Board and Representative Council. Expensed items shall include purpose of expense, budget category, names of guests or members covered, and receipts by detail.

5. No receiving member or officer may be a signatory to any check intended to reimburse themselves or immediate family members for expenses.
6. CNTA shall maintain a Business Expenses and Credit Card Policy (attached).

This document establishes a policy governing the reimbursement of business expenses (travel, meals and other expenses) incurred conducting Corona Norco Teachers Association (CNTA) business, as well as policy for the appropriate utilization and accountability for the use of the CNTA credit card. It is CNTA's policy to comply with the Internal Revenue Services regulations by requiring the accounting for ordinary, necessary and reasonable expenses on a timely basis in accordance with an "Accountable Plan."

An "Accountable Plan" is a system in which charged or reimbursed expenses are accounted for on a timely basis and includes the following requirements:

- *A valid business connection.*
- *Substantiation in the form of a receipt and/or invoice.*
- *Substantiation must be submitted within (30) days of the charge.*

Requests for reimbursement of business expenses and/or the accounting of charged expenses on the CNTA's credit card must be submitted on the CNTA's Business Expense Report. Original receipts are recommended for all expenses submitted and required for all expenses in accordance with contracted amounts. To maintain an "Accountable Plan" as defined by IRS regulations, the business purpose of the expenditure and the names and business relationships of guests must be included as part of the substantiation and be accounted for within thirty (30) days of incurring the expense. If required information is missing, the expense statement will be returned to the originator.

The CNTA's Business Expense Reimbursement form, together with the required documentation, must be submitted for review and signature approval to the Treasurer before a payment is made and/or charged expenses are cleared. The Treasurer is responsible to ensure that the expenses are reimbursable under this policy, validate the expense report has been filled out properly including the required documentation and receipts, and verify that the expenses are reasonable and necessary.

The following are common reimbursable expenses allowable under this policy:

- *Lodging (statement required)*
- *Travel expenses including airfare, taxi, mileage (at IRS standard mileage rate)*
- *Reasonable meal costs necessitated by travel, including tips up to 18%*
- *Business telephone calls*
- *Car rental, parking, tolls*
- *Internet Connection*
- *One checked luggage (under 50 pounds) for air travel*

Expenses not reimbursable include:

- *Personal expenses*
- *Airline club dues*
- *Traffic fines*
- *Tips in excess of 18% and tips in addition to pre-applied gratuity*
- *Refreshments*
- *Hotel room movies and snacks*
- *Luggage, briefcases, etc.*
- *Alcohol*
- *Parties and gifts*
- *Reimbursement for business miles in excess of the cost of airfare to the same destination*
- *First class airfare*

No policy can anticipate every situation that might give rise to legitimate business expenses. Each individual must use his/her best professional judgment in determining if an expenditure is reimbursable under this policy.

Business travel will be reimbursed at the per mile rate established by the IRS rates or at actual costs, whichever is lower.

Credit cards represent an extension of credit to the union and may only be issued with the approval of the Executive Board or Representative Council. Credit cards issued by CNTA are not to be used for personal expenses. The card may not be used to obtain cash advances or for expenses other than those incurred by the cardholder. Charges incurred on the credit card should only be made by the person whose name is on the card. The charging of personal transactions is not acceptable. Infractions of the conditions of this policy could result in cancellation of the card and withdrawal of credit card privileges. Breaching of this policy may lead to action against the cardholder concerned. In all cases of misuse, CNTA reserves the right to recover any monies from the cardholder. CNTA may recover from the reimbursable expenses, any unauthorized amount claimed.

Credit card expenditures must be reconciled and submitted within 30 days of the close of the month the charge was incurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder. At the end of 30 days the card may be canceled if no report has been submitted. At the end of 120 days, the amount charged plus accrued interest and fees will be reported as additional income (with appropriate taxes withheld).

Cardholders are expected to exercise prudent business judgment regarding expenses covered by this policy. The business activity or connection must be necessary in the performance of the cardholder's duties or responsibilities, and there must be a clear business purpose for the expense.

Establish a monthly credit limit on the corporate card in accordance with the Budget.

Both the name of the local and the Officer should be displayed (embossed) on the credit card.

The credit card account should be under the local's EIN (Employer Identification Number).

Cardholders are required to have on file with the affiliate either the IRS Form W-4 (for employees) or IRS Form W-9 (non-employee) in order for the affiliate to be able to report imputed income to the IRS for non-compliance with the Accountable Plan.

Cardholders not in compliance with this policy risk suspension of the card and potential employment and legal ramifications.

Lost or stolen cards must be reported immediately to the President or Treasurer. The President or Treasurer will then cancel the card.

Prior to departure or termination of duties, the cardholder must ensure his/her account is settled prior to departure. The card must be surrendered upon request by the Executive Board.

All sealed (unopened) credit card statements must be given to the Treasurer.

7. A reconciled summary of expenses for any full-time release officers will be presented to the Executive Board and the Rep Council on a monthly basis.

01/16/18

Publications/Communications
Policy

1. All official written communications and/or publications, not provided by CNTA, must be approved by the Executive Board prior to their distribution or public posting. This includes but is not limited to any flyers, posters, or digital platforms bearing the CNTA name and/or logo.
2. The official website of CNTA is www.wearecnta.org. Members are prohibited from creating additional or alternative digital platforms on behalf of, naming, or representing CNTA without the approval of the Executive Board.
3. The utilization of personal email addresses for member contact shall be limited as much as possible to emergency, urgent and/or confidential communications. It is the intent of the organization to honor the privacy of our members, while balancing the need for transparency and communication of sensitive material.

04/17/18

1. CNTA Policies will organized utilizing the date format of mm/dd/yy and be numbered in ascending order under each date heading.

11/06/18

1. All employment and insurance contracts regarding CNTA's employees must be approved by the Executive Board before they are executed.