

WALNUT VALLEY EDUCATORS ASSOCIATION

Standing Rules

Standing Rules

ARTICLE I. NOMINATIONS AND ELECTIONS

Section 1. An Election Committee shall be appointed annually by the Executive Board to receive names for the offices of President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The 1st Vice President with his/her consent shall be automatically nominated candidate for President. It shall be the duty of the Election Committee to distribute a list of nominees to every member through the chapter website and Head Reps, 2 months before the last regularly scheduled Rep meeting. Floor nominations may be made in writing with the consent of each nominee, at the March Representative Council Meeting.

Section 2. The Election committee shall conduct the election of officers by secret ballot annually 2 months prior to the last regularly scheduled Rep meeting. The annual election of Association officers, as well as any other general election deemed necessary and desirable by the governing bodies, may be held at each school or facility. When this course of action is taken, the elections shall be under the overall supervision of bona fide school, facility or segment Representative(s). All general elections shall be under the overall supervision of the Elections Committee.

Section 3. The Executive Board and the Representative Council shall make all necessary rules for carrying out all elections, including special elections.

Section 4. Open Elections procedure that guarantees; "Active members, an open nomination procedure". WVEA shall not discriminate against its Active members in their right to vote, seek office, or otherwise participate in the affairs of the WVEA, the CTA, or the NEA. (CTA Standing Rule 4-1; CTA Bylaws Article X, 4; NEA Bylaws 8-7-b)

ARTICLE II. TERMS AND DUTIES OF OFFICERS

Section 1. The President and All Executive Board members shall be elected for a two year term, , or until their successors are duly certified for office. New officers shall assume the duties of their respective offices beginning on July 1st.

Section 2. A vacancy shall be deemed to exist in the case of death, resignation, or evident inability to serve in any of the offices of the Association.

a. In the case of a vacancy in the office of President, the 1st Vice President shall assume the duties of the President for the remainder of the term.

b. In the case of a vacancy in any other office, the Executive Board at its next meeting shall appoint a member of the Association to fill the office vacated, subject to ratification by the Representative Council at its next meeting.

Section 3. Duties of the President:

a. Preside at all general meetings and in every way endeavor to promote the interests and purposes of the Association, be familiar with the- By-Laws of WVEA, CTA, and NEA, and the Standing Rules of WVEA

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- b. Provide an agenda for each meeting of the Executive Board and Representative Council, in collaboration with the Executive Board.
- c. Appoint a parliamentarian.
- d. Appoint and remove all Standing and Special Committee members, with the advice of the Executive Board. Negotiation Team and alternates shall be appointed each year, also with concurrence of the Executive Board.
- e. Appoint Chair(s) for the Negotiating Team.
- f. Recommend policies and plans for all Standing and Special Committees.
- g. Be an ex-officio member of all Standing and Special Committees of the Association.
- h. Countersign all checks drawn upon the treasury. In the president's absence the 1st vice president or secretary will be authorized to sign.
- g. The President shall perform all duties as described in the Bylaws.

Section 4. Duties of the 1st Vice President

- a. Assist the President in the duties of the President and assume those duties in the absence of the President.
- b. Serve as an ex-officio member of all Standing and Special Committees of the Association.
- c. Perform special duties and assignments designated by the President.
- d. Serve as Activities Chair and coordinator of the association's calendar.
- e. Be responsible for processing grievances, complaints, and contractual violations.
- f. The First Vice President shall perform all duties as described in the Bylaws.

Section 5. Duties of the 2nd Vice President

- a. Assist the President in the duties of the President and assume those duties in the absence of the President and 1st Vice President.
- b. Serve as an ex-officio member of all Standing Committees of the Association.
- c. Perform special duties and assignments designated by the President.
- d. Coordinate a membership drive each fall with the Representative Council.
- e. Provide liaison with District payroll
 - 1.) Send new payroll deduction memberships.
 - 2.) Verify deduction registers.
- f. Provide liaison with CTA/NEA
 - 1.) Distribute CTA membership cards and return unused ones.
 - 2.) Send new payroll deduction memberships.
 - 3.) Submit cash membership renewals by October 31.
 - 4.) Verify membership count for NEA delegate assignment in January.
 - 5.) Update membership rosters and send dues information to CTA by mid May.
 - 6.) Update membership rosters for summer membership's card run by July 1.
 - 7.) Provide roster of new officers to CTA by July 1.

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8.) Keep an accurate roster of the membership of the association.

g. The Second Vice President shall perform all duties as described in the Bylaws.

Section 6. Duties of the Secretary

c. Perform special duties and assignments designated by the President-

a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;

b. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board, and to the membership when appropriate;

c. Keep an accurate roster of the membership of the Association and of all committees, and

d. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

e. In the absence of the President, the Secretary may be authorized to countersign all checks drawn upon the treasury.

f. The Secretary shall perform all duties as described in the Bylaws.

Section 7. Duties of the Treasurer

a. Receive all funds belonging to the Association

b. Pay out funds according to orders signed by the President.

c. Keep an itemized account of all receipts and expenditures.

d. Provide a report of the Association's financial status at each regular meeting.

e. Coordinate the annual audit of financial records of the chapter, to be conducted by a Certified Public Accountant or by a Special Committee of the Association.

f. Prepare and file the state required PERB report each fall.

g. Perform special duties and assignments designated by the President.

h. Countersign all checks draw upon the treasury.

i. The Treasurer shall perform all duties as described in the Bylaws

ARTICLE III. THE EXECUTIVE BOARD

Section 1. The Executive Board shall meet monthly prior to the meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.

Section 2. Duties of the Executive Board shall include:

a. Make recommendations for action to the Representative Council.

b. Fill vacancies that arise between meetings.

d. Hear and make recommendations to the Representative Council for actions on reports and recommendations of Standing and Special Committees and panels.

e. Implement policies of the Association.

f. Aid in establishing and operating a grievance program.

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- g. Make decisions on whether a grievance case should be processed by the Association.
- h. Establish channels for appealing a decision not to process a grievance.

Section 3. Release Time and Compensation for WVEA Executive Board

- a. The President shall be granted release time per the WVEA Contract 3.2.2
- b. The Executive Board shall be paid a monthly stipend of no less than \$500.00 per month (for no less than 11 months) as determined by the budget process.
- c. The Executive Board shall suffer no loss in benefits, salary, sick leave, or other employment guarantees as a result of his/her service as a member of the WVEA Executive Board
- d. The Executive Board shall be granted release time per WVEA Contract section 3.2.3. Additional release time beyond the Contract shall be provided through the WVEA Budget, as necessary.

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ARTICLE IV. THE REPRESENTATIVE COUNCIL

Section 1. Duties of the Representative Council:

- a. Receive and act upon all reports and recommendations from the Executive Board and from Standing and Special Committees.
- b. Direct items to the Executive Board for action.
- c. Report to Association membership regarding actions contemplated or finalized.
- d. Adopt policy statements.
- e. Adopt budgets.

Section 2. Duties of the Site Representative

a. The primary duty of the Site Representative is to provide an informational link between WVEA and the site bargaining unit members.

b. It is the Site Representative's responsibility to communicate individual and collective interests and concerns of the faculty to WVEA. Likewise, it is the responsibility of the Site Rep to relay WVEA's actions and decisions that are crucial to our profession.

c. Shall undergo training to understand the contract and teachers' rights.

d. Level One Grievances related to the enforcement of the contract shall be initially handled by the Site Rep. working in conjunction with the Grievance Chair. (1st vice-pres.)

e. Shall represent all bargaining unit members at his/her site.

f. Shall attend meetings of the Representative Council and trainings relating to their function.

g. Conduct site meetings as needed.

h. Develop and update the WVEA bulletin board at site.

i. Supervise WVEA site mandated elections.

j. Be an advocate for the association.

k. Perform additional duties as directed by the Executive Board.

Section 3. Compensation for Representative Council

a. The Representative Council shall receive a stipend of \$20.00 for each meeting attended including any committee meetings of which they are a member, total compensation from WVEA not to exceed \$599.00 per year.

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ARTICLE V. STANDING COMMITTEES

Section 1. Specific duties of Standing Committees:

a. Negotiating Team

1. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members. Owes loyalty to WVEA and does not make policy.
2. The President shall appoint all members, alternates, and the chairperson of the bargaining team with the concurrence of the Executive Board.
3. Supports WVEA policies as set forth by the Executive Board and Representative Council.
4. Receives proposals for matters to be negotiated from the Executive Board and/or the Representative Council.
5. Shall meet prior to any Collective Bargaining meeting.
6. Reports results of negotiations to general membership through the Executive Board and the Representative Council.
7. May make agreements with the Walnut Valley Unified School Board and/or its representatives:
 - a.) These agreements shall be tentative only and are not binding upon the Association until ratified by the Executive Board and the Representative Council, except when such ratification ~~shall have~~ has been specifically waived or otherwise delegated by the Executive Board and Representative Council.
 - b.) In cases involving contracts, ratification must be by a majority vote of the membership of the bargaining unit.
8. Shall serve until ratification of the contract currently being negotiated. The Executive Board may terminate the membership of any representative on the Negotiating Team when it deems that member's service unsatisfactory, and shall appoint a replacement.
9. The Negotiation Team shall receive a stipend of \$250.00 per month for 11 months.

b. Public Relations/Political Action Committee

1. The President shall appoint all members, alternates, and the chairperson of the Political Action Committee with the concurrence of the Executive Board.
2. Strive to develop favorable community relations and promote issues or candidates in elections as supported by WVEA and, when

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appropriate, cooperate with other groups or organizations toward these goals.

3. Prepare and distribute material on Association policies and proposals, Association elections, and elections that affect WVEA.
4. Plan for the preparation of materials of professional interest, including but not limited to an Association handbook, political action newsletters, and special projects.
5. The committee members shall receive a \$20.00 stipend per meeting, total compensation from WVEA shall not exceed \$599.00 per year.

c. Elections

1. The President shall appoint all members, alternates, and the chairperson of the Election Committee with the concurrence of the Executive Board.
2. The Committee should be composed of at least three (3) members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
3. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner, following procedures outlined in the WVEA Standing Rules.
4. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.
5. Election committee members shall receive a stipend of \$20.00 per meeting, compensation from WVEA not to exceed \$599.00 per year.

ARTICLE VI. MEETINGS

Section 1. General meetings of the WVEA membership shall be held when deemed necessary by the Executive Board and/or the Representative Council.

Section 2. The Representative Council shall meet at least once each month during the school year or as approved by the Representative Council. The dates shall be set each year at the first meeting, to be called by the President. Rules and regulations related to quorums for both the Executive Board and the Representative Council shall be specified elsewhere in the By-Laws and Standing Rules. For special meetings of the Representative Council, fifty percent of the membership shall constitute a quorum.

Section 3. Special meetings of the Association may be called for a specific purpose upon written petition by ten percent of the membership. The place of the meeting and publicity will be delivered to each member. The meeting must be held within thirty (30) days of the presentation of the petition, but no business other than that for which the meeting is called may be transacted.

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ARTICLE VII. ORDER OF BUSINESS

Section 1. The following shall be the order of business for regular meetings of the Association.

- a. Call to order
- b. Roll Call of Executive Board and school sites.
- c. Minutes of the previous meeting – read, correct, and approved
- d. Correspondence received
- e. Treasurer’s report
- f. Membership update
- g. Grievance Update
- h. Negotiations Update
- i. State Council Report
- j. Old Business
- k. New Business
- l. Announcements
- m. Adjournment

Section 2. This order of business shall be subject to change for a particular meeting by a vote of the Executive Board or by a vote of two-thirds of those present at that regular meeting.

ARTICLE VIII. MEMBERSHIP AND DUES

Section 1. The membership year shall be from August 1st of any year to June 1 of the following year.

Section 2. All members of WVEA shall join CTA, NEA as unified professional organizations and shall be entitled to vote in all elections pertaining to WVEA, CTA, and NEA.

Section 3. Dues for membership in WVEA shall be maintained at a minimum of one-third of the CTA dues in order to qualify for crisis funds. Should the WVEA dues fall below the one-third level, dues shall be raised as per Article V of the Bylaws of WVEA.

ARTICLE IX. FUND FOR QUALITY EDUCATION

Section 1. Purposes

- 1.1 To inform members of local issues and/or decisions, voting records and positions of members of local elected agencies that may affect the member’s classroom, working conditions, rights and benefits.
- 1.2 To serve as a voluntary funding structure through which the Walnut Valley Educators Association members may give direct and indirect financial contributions to support or oppose such local candidates for local elective office as are deemed worthy of the support or opposition from the standpoint of educational issues and without regard to partisan consideration or to support or oppose local issues.
- 1.3 It is the intent of the Fund for Quality Education to work in a cooperative manner, rather than in isolation from other district employee groups, to support or oppose local issues.

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Section 2. Officers

- 2.1 Composition – Officers shall be a Chairperson, Treasurer and such officers as are deemed necessary by the Fund for Quality Education.
- 2.2 The Chairperson and Treasurer will be appointed by the President of the Walnut Valley Educator's Association with the approval of the Executive Board. The Chairperson of the Fund for Quality Education will appoint the remaining officers. Officers generally should reflect the racial, ethnic, gender, and geographic balance of the Walnut Valley Educator's Association.
- 2.3 The terms of office will be for the full term of the President of the Walnut Valley Educators Association. Officers may continue to serve as long as they keep the support of the Executive Board of the Walnut Valley Educators Association and wish to continue their positions.

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Section 3. Funding

3.1 A voluntary amount per member may annually will be placed in the account of the Fund for Quality Education from the current member local contributions. These monies will remain segregated from the general membership account. Actual amount per member will be adjusted by the Walnut Valley Educators Association Executive Board to reflect the need of the Fund for Quality Education and the budget of the Walnut Valley Educators Association.

3.2 Amounts may be spent for any purpose that is deemed consistent with the statement of purposes of the group as judged by the Fund for Quality Education committee with the approval of the Executive Board of the Walnut Valley Educators Association and advice from the Association Representative Council. The following guidelines will be used as procedures:

3.2.1 Amounts of up to \$200.00 may be spent by the chairperson with the approval of the treasurer without previous authorization of the Executive Board. Reports of these expenditures will be made to the Board on a regular basis.

3.2.2 Amounts of between \$200.01 and \$2,000.00 may be spent with the prior approval of the Executive Board. Reports of these expenditures will be made to the Board and the Representative Council on a regular basis.

3.2.3 Amounts over \$2,000.00 may be spent with prior approval of both the Executive Council and the Representative Council.

3.2.4 Funds approved as line items in a budget that has been approved by the Executive Board of the Association and the Representative Council may be spent without additional approval. These expenditures will be included in the regular reports to the Executive Board and Representative Council.

3.3 No amount of funding or support in kind can be given to:

3.3.1 Any candidate for city, county, school district, or community college board unless they are considered supported and endorsed by the Walnut Valley Educators Association.

3.3.2 Funds may be used to support local issues and/or candidates for local elective office if endorsed by the Walnut Valley Educators Association Executive Board and the Representative Council following the procedures outlined in Section 4.

Section 4. Endorsement of Candidates

4.1 Candidates and officeholders endorsed by the Walnut Valley Educators Association will be deemed endorsed unless action is taken by the Association Executive Board and Representative Council to withhold endorsement.

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4.2 The Association Political Action Committee may recommend to the Association Executive Board and Representative Council endorsement of a local issue and/or candidate for local office such as school board after a thorough and fair process as outlined in the Association Standing Rules.

4.3 No funds or support In kind may be spent on non-endorsed candidates.

Section 5. Membership and Meetings

5.1 Any member may request to be on the Fund for Quality Education and may serve with the consent of the Association's President and Executive Board.

5.2 The Chairperson will call meetings when there is business to conduct. All members and the Association President will be notified in advance of the meetings. A quorum consisting of a majority of committee members is necessary to conduct business.

Section 6. Amendments to By-Laws

6.1 By-laws may be initiated by a majority vote of the Association Executive Board and approved by a majority vote of the Association Representative Council.

Article X: Attending Out-of-Town Conferences and Functions

Section 1. Conference Purpose Statement

Walnut Valley Educators Association a professional organization is committed to training and inservicing its membership in; representing its members in relations with their employer, supporting members in charge of governance, building leadership capacity, raising the standards for educational support professionals, provide a means of representation for ethnic-minority members, cultivate long term relationships with members, and supporting association visions and goals.

Section 2. Conference Objectives

The policy on attending conferences, workshops and seminars is designed in order to;

- Set a clear policy for WVEA members who wish to attend conferences, seminars and workshops
- Allocate budgeted resources to fund conferences, seminars and workshops
- Establish clear guidelines and eligibility for attending conferences
- Adhere to the governance policies of the association

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- To ensure that all members are treated equally and the process for approving, funding are consistent and transparent.

Section 3. MEMBERSHIP EXPENSE REIMBURSEMENT POLICY

The rules governing the control for necessary expenses for WVEA members on Association Business must have prior authorization by the Executive Board and will be reimbursed as follows:

3.1 Reimbursement for Registration; will be reimbursed upon checking into the conference thru CTA confirmation.

3.2 Reimbursement for hotel/housing; all expenses for accommodations are the responsibility of the individual. Reimbursement for accommodations will be made per the CTA rate for the designated conference hotel(s). Reimbursement shall include;

- If travel by auto results in an extra night hotel room, such charge is reimbursable.
- Other Travel or Conferences – Cost of a standard hotel room
- Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable
- Parking: Actual costs of airport parking and hotel parking excluding valet parking (when optional)

3.3 Reimbursement for Travel (Requires advanced approval from the Executive Board):

- PLANE: Actual, most economical coach fare purchased at least 21 days in advance (attach receipt)
- TRAIN or BUS or TAXI: Actual Fare (attach receipt)
- AUTO:
 - Standard IRS Business Mileage Rate
 - Mileage reimbursement will be calculated using the shortest highway route
 - Mileage reimbursement cannot exceed the cost of coach plane fare.
 - Toll roads and bridges reimbursed at actual cost

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3.4 Reimbursement for Meals (attach receipt)

- Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA
 - Individual meal limit is \$40.00 including tax and tip
 - Actual amounts paid including tax and tip not to exceed \$70.00 per any one day
 - Receipts are required for all meal reimbursements of \$10.00 or more
 - Meals are defined as breakfast, lunch & dinner (includes beverage, (excluding alcohol), dessert, tax & tip)
 - Maximum tip reimbursable percentage is 18%
 - Extra meals required by auto travel are reimbursable
 -

3.5 Reimbursement: WVEA members who are elected to the CTA State Council shall be reimbursed:

- For ½ of housing expenses incurred while at State Council meetings
 - Incidental costs per CTA guidelines, not to exceed \$100.00.
- (To take effect upon any newly elected/appointed WVEA representative of State Council).

3.6 DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:

All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.

3.7 APPEALS/DISPUTES/EXCEPTIONS:

Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make their determination on the appeal at its next regularly scheduled Board meeting.

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Section 4. Eligibility Criteria for General Membership requesting conference attendance

- 4.1 WVEA member for at least one full year
- 4.2 Staff members who are due to retire are not eligible in their final year of employment
- 4.3 Regardless of eligibility, the maximum funding will be determined by the allocated funds from the current budget.
- 4.4 No more than two members per site may attend the same conference within the budgeted year.
 - Prior approval is needed from the Executive Board to attend all conferences, seminars, and workshops.
 - Conference reimbursement will only be made with prior Executive Board approval.
- 4.5 The following criteria will be used to determine eligibility:
 - Current leadership involvement
 - Relevance to teaching or leadership role
 - Passed attendance- open to members first who have not attended in the past year.
 - Conference attendance not to exceed one per year
 - In the event that two or more people meet the conference criteria and are eligible for attendance a blind draw will be conducted.

Section 5. Application Procedure:

An application must be made on the form - Application for Conference

(appendix A)

Must be submitted to the Executive Board at least one month before the event.

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Appendix A

Conference Application

Conferences (select only one)

GLBT

Issues

Equity and Human Rights

Good Teaching

Member Name: _____

Site: _____

Contact Information:

Email _____

Phone _____

Other _____

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First year of membership_____

Do you plan on retiring at the end of this school year?

Yes _____

No _____

Did you Attended this conference last year?

Yes _____

No _____

Your current leadership role_____

Your current teaching position_____

Are you currently a member of WVEA

Yes _____

No _____

Reason(s) for attending this
conference:_____

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Office use Only

Approved_____ Date_____
Not Approved_____ Date_____
Reason for not being approved:_____