

## **STANDING RULES**

Corona-Norco Teachers Association/CTA/NEA

### **I. REPRESENTATIVE COUNCIL**

#### **A. 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 shall begin at least 55 minutes after the end of the instructional day for the site with the latest bell schedule. The meeting shall be adjourned two hours after the start, unless a quorum is maintained and a majority of the site representatives present vote to extend the adjournment time.

#### **B. Composition**

1. The Representative Council shall be composed of the following Active members:
  - a) Members of the Executive Board
  - b) Elected Site Representatives
  - c) Elected State Council Representatives

#### **C. Rules of Operation**

1. Reports from the secretary and treasurer shall 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 agendized, 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 site.

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.

D. 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 serve in their position.
2. Academies shall be entitled to at least one representative per and from each grade span implemented at the site (Elementary, Intermediate, or High School respectively) and shall have one representative for each ten (10) Active members on the staff, or major fraction thereof, within that grade span. Active Members shall be counted toward one grade span, based on the grade level that encompasses the majority of their assignment. No active member shall be counted more than once towards representation at their site.
3. Site Representatives duties:
  - a) Attend all Representative Council meetings while school is in session.
  - b) Hold monthly 10-minute site meetings.
  - c) Conduct all Association elections at the site properly and in a timely manner, except for those in which the representative is a candidate.
  - d) Represent unit members in meetings with Administration, including filing grievances properly and in a timely manner.
  - e) Maintain a CNTA Bulletin Board at the site.
  - f) Distribute communications from the Association office in a timely manner and post on the CNTA bulletin board as directed.
  - g) Provide communication from, and represent the views of the site, to the Association.
  - h) Serve on an Association Standing committee or serve as an Association Representative on a District committee.

- i) Representatives who fulfill duties and responsibilities in accordance with the Site Representative Passport (below) shall receive a stipend in accordance with the Passport. Stipends must be in an amount less than or equal to current local Association dues. This stipend shall be distributed annually by August 31st.
- j) Representatives should communicate with the Association in a in a timely manner. Personal email utilization is preferred.

**Site Representative Stipend Passport**

<b>Duty/Activity</b>	<b>Point Value</b>	<b>Total Yearly Points Possible</b>
Representative Council Meeting Attendance	Site Representative shall receive 2 points for attendance at each Representative Council Meeting.	<b>20</b>
Monthly 10 Minute Site Meeting	Site Representative shall receive 1 point for each monthly 10 Minute Site Meeting	<b>10</b>
Site Organizing- 1:10	Site Representative shall receive 10 points for accurately reporting the 10 members at their site that they are responsible for organizing.	<b>10</b>
Serving on an Association Committee or as a Mentor Rep	Site Representative shall receive 2 points for attendance per meeting/event for an Association Committee, and/or 1 point for each check-in with a Mentee Rep, up to a maximum of 20 points.	<b>20</b>
Site Representative Training	Site Representative shall receive 10 points annually, for completion of at least 5 hours of Site Representative Training.	<b>10</b>
<b>0-19 pts=No Stipend earned      20-30 pts=\$100      31-50 pts=\$150      51+ pts=\$215</b>		

In the event that the above points are not correctly recorded or unable to be allocated, all Site Reps will be awarded the full number of points for that category.

E. Site Representative 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 Association Member may be a site rep, what responsibilities they have, and the process for nomination.
2. Elections should be run by an Association 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 shall be determined by plurality voting. Counting of ballots must be done by Association members not running in the election.
5. Election Results and the names of all Elected Site Representatives shall be submitted to the Association in writing no later than the first calendared Representative Council Meeting of each academic school year.

F. Site Representative 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. The names of all Site Representatives that attend the monthly Representative Council Meetings shall be sent 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.

G. State Council Representatives

1. Attend all CTA State Council and Service Center Council meetings.
2. Attend CTA committee and sub-committee meetings as assigned and called.
3. Attend local Representative Council meetings.
4. Submit written reports on State Council business to the Executive Board and Representative Council, immediately following each State Council.

H. Represent the Association to CTA.State Council Representative Elections

1. Shall be elected in accordance with CTA rules.
2. The first runner-up in each election for State Council Representative shall be the designated alternate.

- I. National Education Association Representative Assembly (NEA-RA) Locally Elected Representatives
  1. Attend the Association's NEA-RA orientation training.
  2. Attend full daily sessions of the NEA-RA.
  3. Attend all California Caucus meetings during the NEA-RA.
  4. Submit written reports on NEA-RA business to the Executive Board and Representative Council, at the first meetings of the school year.
  5. Represent the Association to NEA-RA.
- J. National Education Association Representative Assembly (NEA-RA) Local Delegates
  1. Shall be elected in accordance with CTA/NEA rules.
    - a) The Executive Board and the Association's budget, which is approved by the Representative Council, shall determine the number of funded delegates each year.
    - b) Following the election, the elected delegates shall be ranked in order of the number of votes received in the election.
    - c) Funded delegates shall be determined by their rank.
  2. All other elected delegates can still attend the NEA-RA but will be unfunded by the Association.
  3. Funded Delegates:
    - a) The Executive Board and the Association's budget, which is approved by the Representative Council, shall determine delegate stipend amounts.
    - b) Stipends for funded delegates shall be allocated based on participation in required activities and in accordance with the Expense Reimbursement Policy. (Appendix A)

## **II. EXECUTIVE BOARD**

### **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 place. Regular meeting notices shall be sent at least five (5) calendar days before the scheduled meeting.
2. Meetings shall begin promptly at 9am.

### **B. Attendance**

1. Board members shall sign their name on the roster, or a roll call attendance shall be conducted by the Secretary.
2. Quorum is defined in the Association Bylaws.

C. Agenda

1. The order of the agenda shall be: Call to Order, Adopt the Agenda with Flexibility, Approval of the Minutes, Officer and Executive Director Reports, New Business, Old Business, and Adjournment.
2. Business items on the agenda shall be prioritized by importance before the meeting by the President.
3. The agenda shall be sent to the Board members no less than five (5) calendar days prior to the meeting.
4. 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.

D. Meeting Procedures

1. Reports:
  - a) When speaking to an issue, be brief and concise. Do not repeat what another Board member has said. Stay on topic.
  - b) When speaking, identify the issue, who is involved, what has been done to date, and by whom.
  - c) Questions should be held until the end of the report.
2. Business Items:
  - a) The information session for each business item shall include presentation of the item and questions.
  - b) Any question that is not informational shall be regarded as out of order.
  - c) Parliamentary debate on the item just discussed shall begin with a motion relevant to the item and shall continue in a pro/con format.
  - d) Vice President shall keep speaking order.
  - e) There shall be no side conversations during the meeting.
  - f) All members shall have the opportunity to speak to an item before allowing a member to speak a second time.
  - g) When non-Executive Board members visit, at the invitation of the President, said visitor(s) shall only attend the meeting when it is time for their report. Visitor(s) must leave after the report is made and questions are answered (as needed). The visitor(s) may not remain for discussion or vote. The President shall later notify the visitor(s) of the Board's decision.
  - h) The President may establish a time limit on agenda items for the specific purpose of moving the agenda. It shall be the duty of the chair to call Board members "Out-of-order" for the following:
    - (1) Interrupting.

- (2) Making negative personal comments.
- (3) Conducting private conversations.
- (4) Straying from topic.
- (5) Being repetitious

E. Composition

1. Officers

- a) The Executive Board shall include the four (4) elected officers: President, Vice-President, Secretary, and Treasurer.

2. BIPOC (Black, Indigenous, People of Color) At-Large Director

- a) The Executive Board shall include one BIPOC At-Large Director

3. Segment Directors

- a) The Executive Board shall include the following Segment Directors: Four (4) Elementary, one (1) Intermediate, two (2) High School, one (1) Special Education, and (1) Support Services.

- b) On or before the first Executive Board meeting after July 1<sup>st</sup> of any calendar year, those Segments with multiple Directors shall meet to allocate the duties for that Segment.

- (1) If the impacted Directors are unable to collaboratively determine such allocation by the first meeting, the Executive Board, as a body, shall determine the allocation of duties for that Segment by the conclusion of that meeting.

F. Director allocation shall be communicated to all membership by the first calendared Representative council meeting.

G. Term of Office

1. The President and Vice President

- a) Shall be limited to two consecutive full elected terms.
- b) At least one full term must elapse before again being eligible to serve in that position.
- c) Fulfilling an unexpired term shall not be counted in this two-term limitation.

2. Secretary and Treasurer

- a) Shall run in opposite years of the President and Vice President
- b) In the 24-25 election cycle, the Secretary position shall be run for a one-year term ending June 30, 2025, to synchronize the Secretary and Treasurer cycles.

3. BIPOC Director

- a) Shall run in odd years.

4. Segment Directors

a) A census of membership shall be conducted every 4 years by the Secretary beginning in the Fall of 2026.

(1) The census information shall be used by the Representation Committee to determine the number of members that shall constitute one director.

(a) Elementary segment director(s) shall represent the following:

- (i) All rostered TK-6 elementary general education classroom teachers
- (ii) Teachers on Special Assignment assigned to exclusively work with TK-6 elementary students.
- (iii) Temporary Specialists assigned to exclusively work with TK-6 elementary students.

(b) Intermediate segment director(s) shall represent the following:

- (i) All rostered intermediate general education classroom teachers, inclusive of 6<sup>th</sup> grade at Raney, AI, and El Cerrito.
- (ii) Teachers on Special Assignment assigned to exclusively work with intermediate students, inclusive of 6<sup>th</sup> grade at Raney, AI, and El Cerrito.

(c) High school segment director(s) shall represent the following:

- (i) All rostered high school general education classroom teachers
- (ii) Teachers on Special Assignment assigned to exclusively work with high school students.
- (iii) Activities Director

(d) SPED director(s) shall represent the following:

- (i) All rostered special education classroom teachers
- (ii) Teachers on Special Assignment assigned to exclusively work with special education students.
- (iii) Resource teachers at the elementary sites.

(e) Support Services director(s) shall represent the following:

- (i) Teachers on Special Assignment assigned to work with students from multiple segments.
- (ii) Teachers on Special Assignment assigned to the district office.
- (iii) Adult Ed Teachers
- (iv) Adaptive PE Specialists
- (v) Counselors
- (vi) Itinerant Deaf and Hard of Hearing Specialists
- (vii) School Librarians
- (viii) Nurses
- (ix) Program Specialists
- (x) Psychologists
- (xi) Orientation and Mobility Specialists
- (xii) Speech and Language Pathologists
- (xiii) VI Specialists

(2) If the census indicates that the proportion in the bylaws should be changed, the Representation Committee shall make a recommendation to the Representative Council for a bylaw amendment.

b) The Elections Committee shall ensure, to the greatest extent possible, elections for all directors shall be staggered, half to be elected in even years and the other half to be elected in odd years.

(1) The Elections Committee determines the number of Segment Director positions flown each year to comply with the Bylaws.

(2) The Elections Committee may determine that one-year terms are necessary to fulfill the goal of having approximately half of the Segment Directors elected each year.

H. If a Segment Director position is eliminated as a result of changes in proportional membership, that Director shall have the option to complete the entire term for which they are elected. Vacancies of Executive Board Positions

- 1. An Officer or Director position shall be deemed to be vacant if no qualified candidate has been elected to fill it.
- 2. An Officer or Director position shall be deemed to be vacant in the event of the officer's death, resignation, inability to serve, or failure to maintain Association membership.

### **III. DUTIES OF EXECUTIVE BOARD MEMBERS**

- A. Fulfill the requirements of their job duties as described in the Bylaws and Standing Rules of the Association.
  - 1. Shall secure competitive bids from outside vendors for the purchase and/or contract of goods, services, or equipment exceeding \$2500 per item. In an urgent or emergency situation, the executive board can approve a reasonable singular bid from an outside vendor for facility maintenance. Use of union labor shall be considered as one of multiple factors when expending association funds.
  - 2. Shall disclose any known personal association with a vendor before considering bids.
  - 3. Shall review and approve employee contracts.
    - a) If an Association employee requests an increase in salary or benefits, this request shall be brought to the Executive Board at the next regularly scheduled meeting.
- B. 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.
- C. Duties of the President
  - 1. Give a report at each Executive Board and Representative Council meeting.
  - 2. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.
  - 3. Authorize full access for all officers to all CTA and NEA provided databases.
  - 4. The President shall be allocated an expense account for which to purchase items related to their duties as set forth in the Association Bylaws and Standing Rules. The amount of the expense account shall be determined by the Association budget as directed by Rep Council.
    - a) This account shall not supplant existing budgetary line items.
    - b) The President can utilize this expense account for the following categories:
      - (1) Travel
      - (2) Conference
      - (3) CNTA apparel
      - (4) Food
      - (5) Office
    - c) The Executive Board shall ensure the allocated funds are spent in accordance with the above provisions.

D. Duties of the Vice President

1. Be responsible for assisting, organizing, and directing Site Representatives under the direction of the president.
2. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.
3. Give a report at each Executive Board and Representative Council meeting.
4. May assist in carrying out the goals of the committees.
5. The Vice President shall be allocated an expense account for which to purchase items related to their duties as set forth in the Association Bylaws and Standing Rules. The amount of the expense account shall be determined by the Association budget as directed by Rep Council.
  - a) This account shall not supplant existing budgetary line items.
  - b) The President can utilize this expense account for the following categories:
    - (1) Travel
    - (2) Conference
    - (3) CNTA apparel
    - (4) Food
    - (5) Office
  - c) The Executive Board shall ensure the allocated funds are spent in accordance with the above provisions.

E. Duties of Secretary

1. Maintain the Association's master calendar.
2. For performing their duties, as set forth in the Association Bylaws and Standing Rules, the Secretary shall be allocated either a stipend or the equivalent amount can be utilized as flex days by which they shall be released from their assigned CNUSD duties. The amount of either shall be determined by the Association budget as directed by Rep Council. If a stipend is selected, the first half shall be distributed by the 15<sup>th</sup> of December in each year. The second half shall be distributed by the 1<sup>st</sup> of June in each year.
  - a) The Secretary shall indicate by August 31<sup>st</sup> of each school year if they want the budget to be allocated as a stipend or instead utilize the flex days.
    - (1) In the event the Secretary indicates they want to utilize the flex days, these days must be utilized within that single school year and cannot be carried over.

F. Duties of Treasurer

1. Be one of the authorized co-signers of checks drawn upon the treasury of the Association.
2. For performing their duties, as set forth in the Association Bylaws and Standing Rules, the Treasurer shall be allocated either a stipend or the equivalent amount can be utilized as flex days by which they shall be released from their assigned CNUSD duties. The amount of either shall be determined by the Association budget as directed by Rep Council. If a stipend is selected, the first half shall be distributed by the 15<sup>th</sup> of December in each year. The second half shall be distributed by the 1<sup>st</sup> of June in each year.
  - a) The Treasurer shall indicate by August 31<sup>st</sup> of each school year if they want the budget to be allocated as a stipend or instead utilize the flex days.
    - (1) In the event the Treasurer indicates they want to utilize the flex days, these days must be utilized within that single school year and cannot be carried over.

G. Duties of the Segment Directors

1. Shall represent in any meetings with the Executive Board or administration, all concerns of the members of their segment.
2. Shall poll their constituents through meetings, surveys, etc.
3. Shall comprise the members of the Curriculum Committee: with at least two elementary, one intermediate, one high school and one SPED Segment Director. The Curriculum Committee shall meet at least quarterly with the representatives of the District administration.
4. Shall communicate with members by meetings, surveys, and questionnaires, and shall report back to the Representative Council, Executive Board, and the president on the emerging issues and concerns of their segment.
5. Shall submit a monthly written report.
6. For performing their duties, as set forth in the Association Bylaws and Standing Rules, the Segment Directors shall be allocated either a stipend or the equivalent amount can be utilized as flex days by which they shall be released from their assigned CNUSD duties. The amount of either shall be determined by the Association budget as directed by Rep Council. If a stipend is selected, the first half shall be distributed by the 15<sup>th</sup> of December in each year. The second half shall be distributed by the 1<sup>st</sup> of June in each year.

- a) The Segment Directors shall indicate by August 31<sup>st</sup> of each school year if they want the budget to be allocated as a stipend or instead utilize the flex days.

- (1) In the event a Segment Director indicates they want to utilize the flex days, these days must be utilized within that single school year and cannot be carried over.

#### H. Duties of the BIPOC Director

1. Shall represent in any meetings with the Executive Board or administration all concerns of BIPOC members.
2. Shall poll BIPOC members through meetings, surveys, etc.
3. Shall be appointed by the President to any district committee or task force dedicated to matters of Equity and Diversity.
4. Shall communicate with BIPOC members by meetings, surveys, and questionnaires, and shall report back to the Representative Council, Executive Board, and the president on the emerging issues and concerns of BIPOC members.
5. Shall submit a monthly written report.
6. For performing their duties, as set forth in the Association Bylaws and Standing Rules, the BIPOC Director shall be allocated either a stipend or the equivalent amount can be utilized as flex days by which they shall be released from their assigned CNUUSD duties. The amount of either shall be determined by the Association budget as directed by Rep Council. If a stipend is selected, the first half shall be distributed by the 15<sup>th</sup> of December in each year. The second half shall be distributed by the 1<sup>st</sup> of June in each year.

- a) The BIPOC Director shall indicate by August 31<sup>st</sup> of each school year if they want the budget to be allocated as a stipend or instead utilize the flex days.

- (1) In the event the BIPOC Director indicates they want to utilize the flex days, these days must be utilized within that single school year and cannot be carried over.

#### IV. NOMINATIONS AND ELECTIONS

- A. Campaign Flyers shall be approved by the Association Elections Committee ensuring compliance with *CTA Requirements for Chapter Election Procedures*. The Elections Committee shall publish the deadline for approval date in the Elections Timeline. Candidates may distribute their flyers to members after they have been approved.
- B. Campaign Flyers shall be featured in the Association Digital Newsletter.
- C. All candidates for elections shall be given equal opportunity to address the Representative Council, if they so desire.

**V. STANDING COMMITTEES**

- A. Committee Tasks and Responsibilities
- B. All Standing Committees shall report and act within their assigned field of responsibility in accordance with the Association Bylaws and Standing Rules. Chairs and membership lists must be submitted, to the greatest extent possible, by the first calendared Executive Board meeting of each academic school year. The annual charge and any necessary supplemental charges to each committee, inclusive of Ad-Hoc committees, 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.
- C. The Standing Committees of the Association shall be as follows:
  - 1. Budget
  - 2. Communications
  - 3. Community Outreach
  - 4. Elections
  - 5. Grievance
  - 6. Human Rights
  - 7. Negotiations
  - 8. Benefits
  - 9. Political Action
  - 10. Member Engagement
  - 11. Social
  - 12. Bylaws and Standing Rules
  - 13. Scholarship
  - 14. Membership Assistance
  - 15. Organizing
  - 16. Representation
- D. Committee Chair Responsibilities
  - 1. Shall set up a calendar of meeting dates and times and give a copy of the schedule to the Association secretary to place on a master calendar.
  - 2. Shall send a meeting notice to each of the committee members at least one week prior to the meeting.
  - 3. Shall request materials that need to be prepared by the office staff, at least a week prior to the meeting.
  - 4. Shall create an agenda, a committee member sign-in sheet, and a summary of each meeting for the Executive Board.
  - 5. Shall attend training workshops and/or conferences as appropriate.

6. For performing their duties, as set forth in the Association Bylaws and Standing Rules, the Committee Chairs shall be allocated either a stipend or the equivalent amount can be utilized as flex days by which they shall be released from their assigned CNUSD duties. The amount of either shall be determined by the Association budget as directed by Rep Council. *If a stipend is selected, the first half shall be distributed by the 15<sup>th</sup> of December in each year. The second half shall be distributed by the 1<sup>st</sup> of June in each year.*
  - a) The Committee Chairs shall indicate by August 31<sup>st</sup> of each school year if they want the budget to be allocated as a stipend or instead utilize the flex days.
    - (1) In the event a Committee Chair indicates they want to utilize the flex days, these days must be utilized within that single school year and cannot be carried over.

E. Budget

1. Composition

- a) Appointments to the Budget Committee shall be open to all Association members.

2. Duties

- a) This committee shall create a draft budget survey for members to give feedback on big categories and how they would like to see the budget changed/modified
- b) Create a final proposed budget for the next year by May 1.

3. Operating Procedures

- a) This committee shall meet at least four times per year.

F. Communications

1. Composition

- a) Appointments to the Communications Committee shall be open to all Association members.

2. Duties

- a) This committee shall work with the President of CNTA to ensure communication with members is accurate and timely using social media, newsletters, SMS messages and the CNTA websites.

3. Operating Procedures

- a) This committee shall meet at least once a month.

G. Community Outreach

1. Composition

- a) Appointments to the Community Outreach Committee shall be open to all Association members.

2. Duties

- a) This committee shall recommend a plan to reach out to the broader community to promote and retain support for public education, which shall be approved by the Executive Board.
- b) Upon approval by the Executive Board, this committee shall implement the community outreach plan.

3. Operating Procedures

- a) This committee shall meet at least once a month.

H. Elections

1. Composition

- a) Appointments to the Elections Committee shall be open to all Association members.

2. Duties

- a) This committee shall attend CTA Elections Training.
- b) This committee shall follow all Association Bylaws.
- c) This committee shall publish the results of all elections.

3. Operating Procedures

- a) This committee shall follow all procedures as outlined in the *CTA Requirements for Chapter Elections Procedures*.

I. Grievance

1. Composition

- a) Appointments to the Grievance Committee shall be open to all Association members.
- b) All committee members may attend the Grievance Committee meetings. Prior to committee members participating in the processing of grievances and making recommendations to Executive Board, members must complete a full training on the grievance article, grievance forms, grievance process, and duty of fair representation. This comprehensive training will be offered twice a year.

2. Duties

- a) This committee shall be responsible for implementing the Association's grievance program.
- b) This committee shall provide representatives to assist members of the bargaining unit in processing grievances.
- c) This 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.

- d) This committee shall make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs and
  - e) This committee shall keep the Executive Board informed regarding the operation of the grievance program monthly.
  - f) This committee shall provide for training resources and support for the site representatives.
  - g) This committee shall study the Association grievance processing program and policies and make recommendations to the Executive Board for maintaining and improving their effectiveness.
3. Operating Procedures
- a) This committee shall meet each month.
  - b) This committee shall be released monthly. The Grievance Chair shall determine the number of members to be released each month based on committee need. Expenditure for this release time shall not exceed the allocated budget.
  - c) This committee shall carefully consider the merits of each grievance and make recommendations to the Executive Board regarding the submission of a grievance to arbitration ~~or court~~.
  - d) This committee shall keep a record of all grievances processed.
  - e) This committee shall make a yearly evaluation of the effectiveness of the Association's grievance policies and procedures.
- J. Human Rights
- 1. Composition
    - a) Appointments to the Human Rights Committee shall be open to all Association members.
  - 2. Duties
    - a) This committee shall promote an inclusive culture that engages and draws on the assets of students, families, staff, and community members.
    - b) This committee shall facilitate discussions, arrange trainings, and lead projects focused on equity.
    - c) This committee shall promote the inherent worth of all members' race, ethnicity, religion, gender identity, ability, and sexuality.
  - 3. Operating Procedures
    - a) This committee shall meet at least once a month.

K. Negotiations

1. Composition

- a) Appointments to the Negotiations 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, ethnicity, sex, and similar factors, so as to form a broadly-based representative committee. In choosing the Bargaining Team from the entire Negotiations Committee, similar considerations shall be followed. The Bargaining Team shall consist of five (5) members plus necessary alternates chosen by the President with the concurrence of the Executive Board. The team members shall be comprised of at least one from each of the following categories: Elementary, intermediate, high school, and special education/support services. Additions to the team may be made if deemed necessary by the Executive Board.
- b) Members who wish to serve on the Negotiations Committee shall submit their names to the President.

2. Duties

- a) Prepare a survey which shall be distributed to all bargaining unit members and analyzed by the Committee.
- b) Conduct listening sessions throughout the District as requested and at Representative Council to provide Association members with the opportunity to give direct input.
- c) Conduct research, both independently and in cooperation with other Association committees, to provide the necessary data for the support of the Association positions at the bargaining table.
- d) Submit a proposal which reflects the concerns of the Association members; summarize and distribute the proposed version of the CBA to all Association Representatives for membership consideration; and to the Representative Council for recommendation.
- e) Submit all Memorandum of Understandings (MOUs) which affect the entire membership of the Association to the Executive Board.

3. Relationship of Negotiations Committee to other Standing and Ad-Hoc Committees

- a) Standing and Ad-Hoc Committees may submit items for inclusion in the proposed CBA directly to the Bargaining Team through the President.
- b) The Negotiations Committee may submit through the President, issues to Standing and Ad-Hoc Committees as appropriate.

- c) The Negotiations Committee shall report to other Committees through the President the disposition of their submitted issues.

L. Benefits

1. Composition

- a) Appointments to this committee shall consist of at least one member from each benefit tier offered by the district- (Single, Two-Party, ~~7~~/Employee + Children, and Family) and one retired member from CNTA that currently meets the CBA Article 17, Section 8 requirements and receives the insurance fringe benefit.
- b) Voting members of the Benefits Committee must be an active member of CNTA.

2. Duties

- a) This committee shall coordinate with the District as necessary.
- b) This committee shall meet to research available options, with the purpose of maximizing plan benefits and reducing costs to the Association members.
- c) This committee shall bring a recommendation to the Executive board for any proposed changes to benefit plans.
  - (1) If the Executive Board agrees that changes should be made, the recommendation shall be brought to the Representative Council for final approval.

3. Operating Procedures

- a) This committee shall be released from their classroom, for at least one day yearly.
- b) This committee shall prepare a yearly report for the Executive Board detailing any plan changes. (i.e. Increased costs, changing providers, etc.)

M. Political Action (PAC)

1. Composition

- a) This committee shall be representative of various school sites and contain at least one teacher from elementary, intermediate, high school, special education, and support personnel.

2. Duties

- a) 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.

- b) The PAC Committee shall develop a recommendation/endorsement timeline campaigns and educational issues which are of concern or interest to the membership of the association. The timeline, which may include early endorsements, shall be approved by the Representative Council.
3. Candidate Recommendation Procedures
- a) Unless an early endorsement has been recommended by the PAC Committee, all viable candidates shall be invited to participate in the Association recommendation/endorsement process and shall 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.
    - (1) This committee shall make decisions by majority vote. Only candidates that have majority support shall be reported out of the Committee.
    - (2) The PAC Committee shall report its recommendation(s) to the Executive Board
    - (3) The PAC Committee may recommend the following:
      - (a) To support a candidate(s)
      - (b) To oppose a candidate(s)
      - (c) To remain neutral.
    - (4) At the earliest possible date, the Representative Council shall vote to affirm or reject the recommendation for endorsement of the PAC Committee. To be officially recommended by the Association, a candidate must have received 2/3 of the votes.
    - (5) No funds shall be allocated out of the Association PAC fund for any candidate who does not receive an official recommendation.
    - (6) No officer of the Association shall support any candidate not officially recommended by the Association in their capacity as officer of the Association.
    - (7) PAC Treasurer shall 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 Representative Council and shall be available to any member contributing to this fund upon request.
    - (8) PAC Treasury Funds may only be utilized for the endorsement and support of an approved campaign.

(9) 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.

N. Member Engagement

1. Composition

a) Appointments to the Member Engagement Committee shall be open to all Association members.

2. Duties

a) This committee shall work to understand the demographics of the Association membership and ensure their awareness of the many benefits they receive through membership.

b) This committee shall promote continuous involvement and commitment of unit members to build capacity and strength within the Association.

c) This committee shall recommend and distribute annual gifts. (New year, appreciation, etc.)

3. Operating Procedures

a) This committee shall meet at least once a month.

O. Social

1. Composition

a) Appointments to the Social Committee shall be open to all Association members.

2. Duties

a) This committee shall plan and implement all social events within the association, including the annual Holiday and the Retirement celebrations.

3. Operating Procedures

a) This committee shall meet at least once a month.

P. Bylaws and Standing Rules

1. Composition

a) Appointments to the Bylaws and Standing Rules committee shall include both members of the Representative Council and Executive Board of the Association.

2. Duties

a) This committee shall review the Bylaws and Standing Rules of the Association.

3. Operating Procedures

- a) This committee shall report to the Executive Board and Representative Council on an annual basis, making recommendations for modifications as appropriate.
- b) Members wishing to make changes to the Bylaws of the Association shall contact their site representative.
- c) Members wishing to make changes to the Standing Rules of the Association shall contact a member of the Executive Board.

Q. Scholarship

1. Composition

- a) Appointments to the Scholarship Committee shall be composed of:
  - (1) Two teachers/counselors from each of the following sites: Corona, Norco, Centennial, Roosevelt/ESem and Santiago.
  - (2) One teacher/counselor from each of the following sites: JFK, Orange Grove, Pollard and Academy of Innovation.
  - (3) Scholarship Committee chair, which shall count as a representative of that site.

2. Duties

- a) This committee shall be responsible for coordinating all efforts regarding the awarding of CNTA Scholarships.
- b) This committee, on a yearly basis, shall determine and advise each site the number of applications to be submitted.
  - (1) 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.
- c) Prior to student interviews, this committee shall meet at least once to review procedures for interviewing.

3. Operating Procedures

- a) This committee shall work with counselors at each high school to notify students regarding the Association scholarships during the months of October through December.
- b) This committee shall work with counselors to screen applicants at each school and submit a list of students to the Association by March 15.
- c) This committee shall collect applications by March 15.
- d) This committee shall interview candidates by March 31.
- e) This committee shall recommend scholarship awardees and award allocations, which shall be approved by the Executive Board at the first meeting in April.

- f) Upon approval by the Executive Board, this committee shall notify the schools of the scholarship awardees and award allocations.
- g) This committee shall create and deliver scholarship certificates to school sites for each awardee.
- h) At least one member of the committee shall attend the Senior Awards Ceremony at each site.

R. Membership Assistance

1. Composition

- a) Appointments to the Membership Assistance Committee shall consist of three (3) members. The committee members shall be the treasurer and two other members of the Representative Council.

2. Duties

- a) This committee shall determine the amount given to each request for membership assistance.
  - (1) Amount given shall be determined by the amount requested, the need of the individual, and the amount of money in the fund.

3. Operating Procedures

- a) This committee shall meet every time a membership assistance request is submitted.
  - (1) Deliberations shall be confidential.
- b) This committee shall consider the following criteria for the approval of financial assistance:
  - (1) Application shall be complete and in detail.
  - (2) Member shall demonstrate financial need.
  - (3) Basic information shall be checked for accuracy.
  - (4) Membership in the Association shall be verified.
  - (5) This committee may require additional information before making a decision.

4. Guidelines of Receiving Assistance Funds

- a) The applicant must be a member of the Association in good standing.
- b) All information shall be confidential to the extent afforded by law.
- c) The emergency fund may provide aid up to \$ 2,000.00.
- d) 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.
- e) Financial Aid shall be in the form of an interest-free loan.

- f) A program of repayment shall be established and at the time of the loan and cannot be altered. Repayment shall commence within (90) ninety days unless extended in the event of extreme and unusual circumstances.
- g) Payroll deduction is the only form of repayment.
- h) The amount of the payback payments shall be established on a case-by-case basis but shall be repaid within one calendar year.
- i) All outstanding loans must be repaid in full before a new request can be approved.
- j) On rare occasions the repayment may be waived with the approval of the Executive Board.
- k) Criteria for giving emergency financial assistance shall include:
  - (1) Dire depletion of financial resources due to serious job-related problems, divorce, fire, death in family, etc.
  - (2) Heavy family expenses due to prolonged illness or accident that may have exhausted the applicant's ability to remain financially solvent.
  - (3) Catastrophes which have exhausted the applicant's financial resources.
- l) The Association Membership Assistance Fund shall require a written application (Appendix D) and may require an interview or other additional information before making a decision.
- m) Any other requests not covered here must be presented to the Executive Board.

## S. Organizing

### 1. Composition

- a) Appointments to the Organizing Committee shall be open to all Association members.

### 2. Duties

- a) This committee shall coordinate with the Negotiations Committee to support bargaining positions.
- b) This committee shall facilitate member awareness and knowledge of critical issues facing the Association.
- c) This committee shall mobilize membership and promote participation utilizing various modes of communication.

### 3. Operating Procedures

- a) This committee shall meet at least once a month.

**T. Representation**

1. Composition
  - a) Appointments to the Representation Committee shall include at least one member from each segment.
2. Duties
  - a) This committee shall determine the number of members that shall constitute one director, based on the annual census done by the Secretary.
  - b) If the census indicates that the proportion in the bylaws should be changed, this committee shall make a recommendation to the Representative Council for a bylaw amendment.
3. Operating Procedures
  - a) This committee shall meet at least once each year.

**VI. CAUCUSES**

**A. Purpose**

1. The purpose of caucuses is to bring members together around shared interests and build unity.

**B. Recognition**

1. Any group wishing to be recognized as an Association Caucus may petition the Executive Board for recognition. The Board shall then act upon the petition by granting or denying such recognition. Each petition must include the following information:
  - a) Name of caucus.
  - b) Purpose of the caucus.
  - c) Membership roll of Association members supporting the formation of the caucus.
  - d) Name(s) of at least one leader for the caucus.
  - e) A projected plan for meetings.

**C. Caucus Activities**

1. Rules governing regular caucus activities:
  - a) Upon request by the named caucus leader(s), a meeting room at the Association office may be provided with place and time published in the Association newsletter.
  - b) All expenses incidental to caucus organization, activities, or meetings shall be assumed by the caucus.
  - c) Caucus meetings shall not be scheduled to conflict with any other governance meeting or Association event.
  - d) Caucus meetings shall be open to all Association members.
  - e) Caucuses shall not make Association policy or speak on behalf of the Association.

D. Continuance of Recognition.

1. At any time, recognition of the caucus can be reviewed by Executive Board.
2. Continuing recognition is subject to annual reapplication and approval by the Executive Board. Previously recognized caucuses which desire to have their recognition continued shall: register name(s) of at least one leader, a membership roll of Association members on the caucus, and the prior year accounting of meeting dates and activities prior to June 30 of each year.

**VII. NEGOTIATIONS**

A. Definitions

1. Collective Bargaining Agreement (CBA)- Contract Language as ratified and approved at the end of the annual bargaining process.
2. Tentative Agreement (TA)- Contract Language as proposed at the end of the annual bargaining process, prior to ratification by membership approval by the Board of Education.
3. Memorandum of Understanding (MOU)- A temporary agreement between the Association and the Board of Education.

B. 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. Before directing Executive Board to include CBA proposals and/or seek changes through MOUs, the Representative Council must be informed that such direction may be modified or eliminated during the process of reaching a Tentative Agreement (TA) or MOU between the negotiating parties (i.e. The Association and CNUSD).

C. Tentative Agreements

1. All TAs on contract negotiations shall be submitted to the general membership for a ratification vote within 45 calendar days of the end of the bargaining process.
2. TAs shall be submitted as an informational item to the Representative Council and Executive Board prior to the ratification vote.
3. All TAs shall be disseminated at least twenty-four (24) hours in advance of any called or regularly scheduled meeting of the Executive Board and Representative Council in which it shall be submitted.
4. All members shall have the right to vote. Voting shall be conducted by the elections committee following state and federal law.

**D. Memoranda of Understanding**

1. All signed MOUs must be submitted to the Executive Board.
2. The Executive Board shall determine if an MOU affects all members.
3. MOUs affecting all members of the bargaining unit and having an effect on existing CBA language, must be ratified by a vote of all members, within 45 calendar days of signing. MOUs negotiated as a result of state or federal legislation are not subject to this process.
4. MOUs shall be submitted as an informational item to the Representative Council and Executive Board prior to the ratification vote.
5. All MOUs shall be disseminated at least twenty-four (24) hours in advance of any called or regularly scheduled meeting of the Executive Board and Representative Council in which it shall be submitted.
6. All members shall have the right to vote. Voting shall be conducted by the elections committee following state and following law.

**VIII. GRIEVANCE PROCESSING**

**A. Grievance Processing**

1. 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.
  - a) Definition of Grievance: A grievance shall be as defined in the CBA.
  - b) 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).
  - c) 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:

- (1) Factors in Considering Arbitration:
  - (a) Does the association have credible evidence and arguments to support its position?
  - (b) Is there a reasonable chance of winning the case?
  - (c) Is it incidental or precedential?
  - (d) Will the grievance achieve the goal sought?
  - (e) Have all procedural steps been followed properly?
- (2) In evaluating a grievance, the Association considers criteria such as these:
  - (a) What provision of the Collective Bargaining Agreement has been violated?
  - (b) Does it involve a violation of past practice or health and safety provisions?
  - (c) Does it fall within the definition and time limits of a grievance as contained in the grievance policy?
  - (d) Does it have serious implications for other members and does it involve an important rule, regulation or working condition?
  - (e) Is it precedential or incidental?
  - (f) Can sufficient documentation be obtained in support of the member's case?
  - (g) What are the prospects for success if the grievance is pressed to arbitration?
  - (h) Can the problem be remedied?
  - (i) What are the probable consequences for the Association if the grievance is pressed to conclusion, or not supported?
  - (j) Can the matter be resolved more effectively for the member and the Association without using the grievance procedure?
  - (k) Along what lines will the administration probably defend the case and how strong is their case?
  - (l) Are the means available to establish the intent of the policy under dispute?
  - (m) Is it likely that the grievance will have to be pressed to the final step of the grievance procedure?
  - (n) Has the administration used just cause if discipline is involved?
  - (o) Has a similar grievance been resolved in the past on the problem at hand? If so, how?

- (p) Will it be advisable to have expert assistance from staff in handling the grievance?

**B. Procedures**

1. The Grievance Committee shall meet and consider any request to process to Level Three (3) and 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 a 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.

**IX. MEDIA POLICIES**

- A. The official website of the Association shall be [www.wearecnta.org](http://www.wearecnta.org).
- B. The Association shall secure all member contact information and shall not distribute the data for anything other than official Association business.
- C. Dependent upon the annual budget of the Association, official Association media shall be made available to all unit members.
- D. All Association media going to the general membership shall be identified by the Association logo.
- E. All media made available through the Association office, shall be approved by the President and identified as to source.
- F. The President, with Executive Board assistance, shall control news releases issued in the name of the Association to outside public media to insure that they conform to the Association policies.

**X. CONFERENCES**

- A. The Executive Board shall equally consider all applications that are submitted on the Conference Request Application Form (Appendix E) by the Association's posted deadlines.
- B. When more members apply than are feasible to send within budgetary limits, the Executive Board shall consider the following criteria to determine who is selected to attend the conference:
  1. A member that serves on a committee or is in a leadership role that is relevant to the specific conference and needs to be trained shall have first priority to attend.
  2. A member that has not attended a conference in the past shall have second priority.

3. A member that has not attended the specific conference before shall have third priority.

C. Conference Attendees

1. Shall attend all conference general sessions.
2. Shall attend trainings during scheduled break-out sessions.
3. Are encouraged to attend Caucus Meetings and hosted forums or optional sessions.
4. Shall follow all Association Expense Reimbursement Policies. (Appendix A)
  - a) Submit a Post-Conference Evaluation Form. (Appendix F)
  - b) Submit a Conference Expense Reimbursement Form. (Appendix G)
5. Shall represent the Association.

**XI. REIMBURSEMENT OF EXPENSES**

- A. It shall be the philosophy of the Association that no member, within budgetary limitations, shall be expected to expend individual monies in the performance of Association related responsibilities.
- B. There shall be established, in each budget, an individual discretionary expense account for the President and Vice President of the Association.
  1. This expense account shall be established annually in an amount to be submitted to the Representative Council as part of the adoption processes for the Annual Budget.
  2. The Credit Card Logs for both the President and Vice President shall be submitted to Executive Board monthly. Attached receipts shall be available for review upon request.
- C. Association members who incur expenses as a result of authorized activities, shall be eligible for reimbursement of such expenses in accordance with the Expense Reimbursement Policy. (Appendix A)
- D. Before an expense form is paid from Association funds, it shall receive the signed approval of two of the following: President, Treasurer, or Vice President.
  1. No receiving member or officer may be a signatory to any check intended to reimburse themselves or immediate family members for expenses.

**XII. CREDIT CARD USE**

- A. The Association shall maintain a credit card for each of the following:
  1. President
  2. Vice President
  3. Executive Assistant
  4. Corona-Norco Teachers Association

- B. In the event that the need for an additional credit card arises, the need shall be brought to and approved by the Executive Board.
- C. The Association shall maintain a Credit Card Log for each separate Credit Card. (Appendix B)
- D. Lost or stolen cards must be reported immediately to the President or Treasurer. The President or Treasurer shall then cancel the card.
- E. Prior to departure or termination of duties, the cardholder shall complete their Credit Card Log and surrender the card.
- F. If the utilization of Corona-Norco Teachers Association credit cards accumulates reward points, then the points shall be recorded and used in the following manner.
  - 1. A review of the points available and expiration of aforementioned points shall be made monthly by the Treasurer using the Credit Card Point Usage Log. (Appendix C)
  - 2. The utilization of the points shall be determined by the Executive Board.
  - 3. The points shall be used in accordance with the Association Bylaws and Standing Rules and for the betterment of the Association.
  - 4. The points shall be utilized in such a manner that, when at all possible, no points shall expire.

### **XIII. REQUEST FOR ASSOCIATION FUNDS/DONATIONS**

- A. The Associations, 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.
- B. 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.
- C. 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.
- D. 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. FACILITIES**

- A. The facilities of the Association shall be used for Association related business only, in accordance with the Association insurance policies.

**XV. 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:
  - 1. Disbursement of Uniserv funds,
  - 2. Maintenance of financial records of the Uniserv Board members,
  - 3. Maintenance of financial records of the Uniserv,
  - 4. Exploring possibilities of training sessions, and
  - 5. Working in unison with CTA.

**XVI. ADMINISTRATION OF GRANTS**

The following rules govern instances where a Member of the Association receives a grant that will be administered by the Association.

- A. Definitions
  - 1. “Grant” means any funds made available to a member by any organization or individual that is to be administered by the association.
  - 2. “Granting Organization” means the organization or individual providing the Grant to any Member.
  - 3. “Grant Period” means the period of time the Granting Organization has established during which all disbursement of the Grant should be made.
- B. Rules governing grant requirements.
  - 1. In the event that a Member is the recipient of any Grant, that Member shall be required to adhere to all rules and requirements of the Granting Organization with respect to the grant, and to these Standing Rules.
- C. Rules regarding disbursement of funds.
  - 1. Under no circumstances will the Association disburse Grant funds directly to any Member without a complete reimbursement form and receipt (as set forth in Section X(C) above).
  - 2. The Association shall disburse funds to third-party vendors directly, pursuant to the rules set forth below at Section XV(D).
- D. Rules governing requisition of material.
  - 1. Members shall submit to the association a list of items or goods whose purchase is reasonable and necessary to satisfy the intent of the grant. The list should include, if possible, the model of an item, a description, an approximate cost, and the recommended vendor from which the Association should purchase the item.
  - 2. If the items or goods are available online, the Member may submit these items as an electronic list of hyperlinks to the items or goods in question.
  - 3. Requests for items or goods shall be made to the association in a timely manner, and in as concise a manner as possible.
  - 4. All requests for items or goods shall be made no later than 30 days prior to the termination of the Grant Period, to allow for shipping, receipt, and as necessary, return of any materials requested.

5. The Association reserves the right to consult with the Granting Organization prior to the purchase of any materials or goods related to the Grant.
  6. The Association will comply with the Granting Organization's requirements for requisitions.
- E. Rules governing reimbursement of reasonable and necessary expenses.
1. Members seeking reimbursement for expenses personally incurred in the execution of the Grant shall utilize the procedures set forth in Section X(C) above.
  2. The Association reserves the right to consult with the Granting Organization prior to the issuance of any reimbursement to the Member for purchases made by the Member in support of the Grant.
  3. The Association will comply with the Granting Organization's requirements for reimbursements.
- F. Rules governing return of unused, unnecessary, redundant, or unneeded items.
1. In the event that any material or goods purchased in the course of the Grant are not necessary or were purchased in error, the Member receiving the Grant must return the item to the vendor or merchant from which it was purchased.
  2. If the Association was involved in the purchase of any items to be returned, the Member may request the Association's assistance in executing the return.
  3. The Association reserves the right to consult with the Granting Organization prior to the return of any item or good purchased or requested under the Grant.
- G. Rules governing reporting of grant funds.
1. Any Member receiving a Grant shall comply with all reporting requirements of the Granting Organization.
  2. All reports filed by any Member to a Granting Organization shall be copied to the Association.
  3. Any Member for which the Association assists or administers the execution of a Grant shall assist with any accounting or other reports that the Association is required to prepare for the Grant.
- H. Rules governing the failure or refusal of a member to comply with standing rules regarding Administration of Grants.
1. If a member does not adhere to these standing rules, the Association reserves the right to terminate its assistance to that Member and return all unspent funds to the Granting Organization and reserves the right to decline involvement in any Grants obtained by the member in the future.

**XVII. DOCUMENT RETENTION POLICY**

A. All documents shall be stored and retained in compliance with Appendix H.

## Expense Reimbursement Policy

1. All conference attendance must be pre-approved by the Executive Board in order to be reimbursable.
2. Any expenses incurred under special circumstances can be brought to the Executive Board for approval.
3. An Expense Reimbursement Form or Conference Reimbursement Form must be submitted with all receipts.
4. Travel
  - a) Plane: Actual, most economical coach fare. Travel Insurance recommended. (Attach receipt)
    - 1) One checked luggage (under 50 pounds) for air travel.
  - b) Train, Bus, Taxi, Rideshare Apps: Actual Fare (Attach receipt)
  - c) Auto
    - 1) Standard IRS Business Mileage Rate [www.irs.gov/tax-professionals/standard-mileage-rates](http://www.irs.gov/tax-professionals/standard-mileage-rates)
    - 2) Mileage reimbursement will be calculated using the shortest highway route (Attach printed map with mileage)
    - 3) Mileage reimbursement cannot exceed the cost of coach airfare.
    - 4) Toll roads and bridges reimbursed at actual cost.
    - 5) Parking: Actual costs of airport parking and hotel parking, excluding valet parking. Rideshare apps can be utilized to and from airports if the expense is less than the combined cost of mileage and parking. (Attach receipt)
5. Lodging (Attach hotel statement):
  - a. CTA State Council – Half the cost of a double occupancy hotel room shall be reimbursed by the Association. CTA covers the other half of the cost of a double occupancy hotel room.
  - b. Other Travel – Cost of a standard hotel room
  - c. If the member chooses to travel by auto instead of flying, and this results in an extra night hotel room, such charge is not reimbursable.
  - d. Personal charges such as laundry, personal telephone calls, pay-per-view movies, and entertainment are not reimbursable.
  - e. A maximum of fifteen dollars (\$15.00) total per day for portage and housekeeping is reimbursable.
6. Meals (attach receipts):
  - a. Regardless of whether meals are provided, for each day of a conference (including travel time to and from conference) each member shall be reimbursed for actual amounts paid, including tax and tip, which shall not exceed the CTA daily food allowance per any one day, except for the following circumstances:
    1. If two meals are not provided, the actual amount paid, including tax and tip, shall not exceed 125% of the CTA daily food allowance per any one day.
    2. If three meals are not provided, the actual amount paid, including tax and tip, shall not exceed 150% of the CTA daily food allowance per any one day.
  - b. Receipts are required for all meal reimbursements of \$10.00 or more.
  - c. Maximum tip reimbursable percentage is 18%.
  - d. All receipts must be itemized.
7. Deadline for filing expense reimbursements:
  - a. All expense reimbursements must be filed within (30) days of the end of the month in which the expenses were incurred.







### Membership Assistance Application

**\*\*Please Note: If you currently have an outstanding Membership Assistance Loan, you cannot apply for another one until it has been completely repaid.\*\***

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ CNUSD Employee #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ School Site: \_\_\_\_\_ Tracks: \_\_\_\_\_  
Address: \_\_\_\_\_

Please indicate how you would like to receive your assistance check:  Mail to above address  Pick up at CNTA office

**Membership assistance loans are intended in order to support members needing emergency financial assistance that meet the following criteria:**

1. Dire depletion of financial resources due to serious job-related problems, divorce, fire, death in family, etc.
2. Heavy family expenses due to prolonged illness or accident that may have exhausted the applicant's ability to remain financially solvent.
3. Catastrophes which have exhausted the applicant's financial resources.

Why do you need this loan? (Please give us a detailed explanation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Loan Amount Requested: \_\_\_\_\_ Preferred Month to Begin Repayment: \_\_\_\_\_ # of months to Repay: \_\_\_\_\_ Amount of Monthly Deductions: \_\_\_\_\_

I certify that the above information is correct. I understand that repayment of the interest free loan will commence within ninety (90) days unless otherwise approved by the membership assistance fund committee. My repayment schedule will be developed by the committee at the time that the loan is granted. Granting of the loan is subject to committee approval. I further understand that in the event that I leave the district before this loan has been fully repaid, the balance of the remaining amount due, will be deducted from my final paycheck.

Payroll Deduction Authorization: Please deduct \_\_\_\_\_ from my paycheck for \_\_\_\_\_ months, until the full amount of \_\_\_\_\_ is repaid to the Association.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Accounting Use Only:

Committee Decision:  Approved  Not Approved Amount Approved: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Check#: \_\_\_\_\_ Check Date: \_\_\_\_\_ Issued By: \_\_\_\_\_ Date Sent to Payroll: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Conference Request Application

Complete this form in its entirety, incomplete forms will not be accepted or considered. Send the completed form to the union office via the pony or email to office@wearecnta.org.

Name of the Conference: \_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Describe how you will benefit from attending this Conference:

**Please be advised that all conferences must be approved by the CNTA Executive Board and signed by the CNTA President before registering for any conference.** When attending a conference/training sponsored by CNTA, it is expected that you shall share the knowledge and information you gain with the CNTA membership. **In order to do so, you will be required to complete the CNTA Post Conference Evaluation Form to receive reimbursement.**

Member Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Member Personal Email: \_\_\_\_\_

Member Cell Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Once a participant's Conference Form is signed by the CNTA President, the CNTA office will contact you to help you coordinate registration and accommodations. Keep in mind you need to register ASAP as hotel rooms and conference sessions fill up fast. **Please review the Expense Reimbursement Policy, as unapproved costs will be at the expense of the member.**

**I have read the Expense Reimbursement Policy and the above terms and conditions and agree to abide by them.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*For Office Use Only*

<i>Conference Fee:</i>	<i>Lodging Cost:</i>	<i>Transportation:</i>	<i>Meal Cost Estimate:</i>	<i>Sub Costs:</i>	=	<i>Total Estimated Costs:</i>

*IRS Mileage Rate*



## Post Conference Evaluation Form

Please share your experience with the conference you attended. Send completed form with your **Expense Reimbursement Form** to the union office via the pony or email to [office@wearecnta.org](mailto:office@wearecnta.org)

Name of the Conference:

Date(s) of Conference:

---

---

Names of Sessions you Attended:

In what ways will you implement the strategies/trainings you acquired from the conference?

If what ways do you feel the conference you attended could have been improved?

Member Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Conference Expense Reimbursement Form

For Accounting Use Only:

Business Purpose: \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

Date Mailed/Picked Up: \_\_\_\_\_

Member Name: \_\_\_\_\_ School Site: \_\_\_\_\_

Member Address: \_\_\_\_\_

\_\_\_\_\_

Please indicate how you would like to receive your reimbursement check:     Mail to above address

Name of Conference: \_\_\_\_\_

Please indicate the type of conference you attended:     CNTA                       CTA                       NEA

Date	/ /	/ /	/ /	/ /	/ /	
<b>Mileage</b> <small>x IRS Mileage Rate</small>						
<b>Lodging</b>						
<b>Meals</b>						
<b>Portage</b> (\$15.00 Max)						
<b>Total Amount</b>						

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach the following to this sheet:

- Post Conference Evaluation Form
- Itemized Meal Receipts
- Plane, Train, Bus, Toll, Parking and Taxi Receipts (if applicable)

- Printed Map to event with mileage
- Lodging Statement (receipt will not be accepted)

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

**DOCUMENT RETENTION POLICY**

<b>Document Description</b>	<b>Retention Period</b>	<b>Location/Storage</b>
<b>Accountant Audits</b>	Forever	Digitally
<b>Cancelled Checks</b> (for payment of taxes, real property, or significant contracts)	Forever	Storage Room/ Off-Site
<b>Cash books</b> (insofar as they exist).	10 Years	Storage Room/ Off-Site
<b>CNTA budgets</b> for the last 10 years.	10 Years	Digitally
<b>CNTA Catastrophic Leave Bank</b> documents (and supporting documentation) for enrollment in, removal from or withdrawal from the CNTA Catastrophic Leave Bank.	Forever	Digitally/Storage Room
<b>Committee meetings records</b> , including sign-in sheets and notes.	4 Year	Digitally
<b>Contracts</b>	Forever	Digitally/ Storage Room
<b>Depreciation schedules</b> (insofar as they exist).	10 Years	Digitally
<b>Documents produced by the PAC</b> in the last 10 years.	10 Years	PAC records
<b>Duplicate deposit slips</b> (insofar as they exist).	10 Years	Storage Room/ Off-Site
<b>Employee applications</b>	4 Year	President's office
<b>Employee records</b> for anyone who was an employee of CNTA at any time within the last 7 years prior to the termination of employment, to include applications, resumes, payroll records, personnel records, and any notes accompanying those records.	7 Years	President's office
<b>Employment applications</b> which did not result in hiring.	4 Year	President's office
<b>End-of-year financial statements</b>	Forever	Storage Room/ Off-Site
<b>Endorsements of any candidate for public office</b> (to exclude public web pages).	Forever	PAC records
<b>Expense analysis and expense distributions schedules</b> (including expense schedules of officers for official travel, insofar as they exist).	10 Years	Storage Room/ Off-Site

*Appendix H*

<b>Document Description</b>	<b>Retention Period</b>	<b>Location/Storage</b>
<b>Financial records</b> , including bank statements, deposited, accounts payable records, check registers, accounts receivable, reimbursements and expenses, purchase orders, accompanying receipts, etc., that are not subject to the retention set forth above.	10 Years	Storage Room/ Off-Site
<b>General correspondence</b>	4 Year	Storage Room/ Off-Site
<b>General ledgers</b>	Forever	Storage Room/ Off-Site
<b>Grievances</b> filed, regardless of school year, or final disposition.	Forever	Grievance records
<b>Important legal correspondence</b> (without limitation, memorandums, opinions, or advice)	Forever	Important Legal Records
<b>Insurance policies</b> (current, lapsed, or expired).	Forever	Storage Room/ Off-Site
<b>Internal reports and memorandums.</b>	4 Year	Storage Room/ Off-Site
<b>Inventories of products, materials, and supplies</b> (insofar as they exist).	10 Years	Digitally
<b>Invoices</b> from vendors.	10 Years	Storage Room/ Off-Site
<b>Invoices</b> to other entities	10 Years	Storage Room/ Off-Site
<b>Lease agreements</b>	Forever	Important Legal Records
<b>Legal contracts</b> for goods or services that have been in effect for any time within the last 10 years in which CNTA was a party, or any or its officers was a party acting on CNTA’s behalf.	10 Years	Important Legal Records
<b>Membership Assistance applications</b> and supporting documents	10 Years	Storage Room/ Off-Site
<b>Minutes and agendas of the CNTA Executive Board.</b>	10 Years	Storage Room/ Off-Site
<b>Minutes and agendas of the CNTA Rep. Council.</b>	10 Years	Storage Room/ Off-Site
<b>Negotiations</b> document, regardless of school year (without limitation, all drafts, notes, MOU's, proposals, trainings, etc.)	Forever	Storage Room
<b>Official journals</b> (insofar as they exist).	10 Years	Storage Room/ Off-Site
<b>Payroll records and summaries</b> , including payment to pensioners.	10 Years	Digitally
<b>Purchase orders</b> (insofar as they exist).	4 Year	Storage Room/ Off-Site

*Appendix H*

<b>Document Description</b>	<b>Retention Period</b>	<b>Location/Storage</b>
<b>Real property documents</b> (without limitation, instruments and other deeds relating to the CNTA office on Mountain Avenue, and any leases that CNTA has ever entered or granted on real property)	Forever	Important Legal Records
<b>Rep trainings materials</b> , including sign-in sheets and one copy of training materials.	4 Year	Digitally
<b>Rosters of site representatives</b> for the last 10 years.	10 Years	Digitally
<b>Sales records</b> (insofar as they exist).	10 Years	Digitally
<b>Scrap &amp; salvage records</b>	10 Years	Digitally
<b>Special events records</b> , such as seminars or listening sessions, including sign-in sheets, flyers, and memorandums pertaining thereto.	4 Year	Digitally
<b>Subsidiary ledgers</b> (insofar as they exist).	10 Years	Storage Room/ Off-Site
<b>Tax returns</b> (and supporting documentation, without limitation, all W-2, W-33, 941, 1096, etc.)	Forever	Treasurer's Office
<b>Time sheets and cards of employees</b>	10 Years	President's office
<b>Voucher registers and schedules</b> (insofar as they exist).	10 Years	Storage Room/ Off-Site

**WARNING:**

**All permitted document destruction shall be halted if the Corona-Norco Teachers Association is advised that it or any of its officers are being investigated by a government law enforcement agency, and routine destruction of documents shall not be resumed without the written approval of legal counsel or the Association President.**