

Chula Vista Educators Standing Rules

Updated and approved on August 22, 2022

Chula Vista Educators is dedicated to empower members, improve working and learning conditions for students and educators, and advocate for social justice.

SECTION I

RULES OF OPERATION

1. FISCAL YEAR

1.1 The fiscal year of the Chula Vista Educators (CVE) shall commence on September 1; and end on August 31.

2. ADOPTION OF BUDGET

2.1 The timeline for the approval of the CVE budget: May: CVE Executive Board adopts a budget for the upcoming year. August: final budget adoption by Representative Council.

2.2 The signatures of the President , Vice President , and Treasurer are authorized on all CVE financial accounts. Two (2) signatures are required for all CVE checks. All checks shall be signed by the President and Treasurer. The Vice President is authorized to sign checks under emergency circumstances.

2.3 The budget reports, including check reconciliations, shall be presented and approved by the Representative Council.

3. DUES

3.1 Members' dues are based on the formula stated in by-laws. The Association's portion of the basic annual dues shall be four tenths of a percent (.4%) of Step 1, Class 3 of each previous year, (ten-month calendar). Any change to the Association's portion of the annual dues requires a majority vote of the Active membership.

3.2 Special assessment fees beyond the normal annual dues may be levied in the event of an emergency by a two-thirds (2/3) vote of the Representative Council following ten (10) school days notice to the Active Membership. Special assessment fees shall be revisited annually by the Representative Council to determine the need for continuance.

3.3 Reimbursement of dues shall be refunded in the manner prescribed by the State of California and based on CTA/NEA policies.

3.4 If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year; nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

4. MEMBERSHIP YEAR

4.1 The membership year in the Association shall be from September 1 to August 31.

5. MEMBERS IN GOOD STANDING

5.1 Annual dues shall be paid uniformly, deducted from pay in each pay period, and transmitted to CTA or its designated agent.

5.2 This agreement to pay dues continues from year to year, unless it is revoked by notifying the CVE President in writing and sending written notice via U.S. mail to CTA Member Services, P.O. Box 4178, Burlingame, CA 94011, not less than thirty (30) days and not more than sixty (60) days before the annual anniversary date of this agreement; employment with the Employer ends; or as otherwise required by law.

6. TRAVEL, CONFERENCES, AND OTHER EXPENSES

6.1 The rules governing the control and payment of necessary expenses of Association officers, directors, employees, representatives on the State Council of Education and representatives on Service Center Council and such other persons as may be duly authorized to represent the Association from time to time shall be as follows:

6.1.1 In order for members to be reimbursed for travel and other expenses related to conferences and/or workshops, the member must attend the session(s) as directed by the Executive Board of the Association.

6.1.1.1 A member who fails to attend or follow the direction of the Executive Board for a pre-paid conference may be held liable for costs incurred by CVE, as determined by the CVE Executive Board.

6.1.1.2 All members shall be allowed expenses for meetings upon submission of expense lists and receipts within thirty (30) days of the month the expenses were incurred.

6.1.1.3 CVE shall pay for one-half (1/2) day release time for travel to/from conferences and/or workshops as deemed necessary.

6.1.2 Expenses shall be in accordance with the following provisions:

6.1.2.1 The CTA mileage allowance shall be allowed. If more than one (1) member attends, every effort should be made to travel together.

6.1.2.2 Coach airfare, transportation to-and-from terminals, and airport parking shall be paid when the Executive Board of the Association authorizes travel.

6.1.3 CTA per diem shall be paid for meals.

6.1.4 Allowance for charges for room accommodations shall be in accordance with the following provisions:

6.1.4.1.1 No charges for room accommodations shall be allowed for travel within a radius of twenty-five (25) minutes of the meeting place unless an early morning meeting follows a late evening meeting.

6.1.4.1.2 The Association shall pay the hotel for the cost of a single room and parking fees.

6.1.4.1.3 Personal expenses such as laundry, personal telephone calls, valet and entertainment shall not be allowed.

6.1.5 Any exception from the above rules shall be allowed only upon the approval of the Executive Board.

7. REPRESENTATIVE TO AFFILIATED ASSOCIATIONS

7.1 Election. The CTA State Council Representative and NEA Delegates to the Representative Assembly (RA) shall be elected by a vote of the total membership.

7.2 CTA State Council Delegates

7.2.1 Duties

7.2.1.1 To attend all meetings of all CTA councils and committees of which he/she is a member;

7.2.1.2 To report on CTA actions and decisions to the Executive Board, the Representative Council and/or the membership;

7.2.1.3 To represent the Association to the best of his/her ability;

7.2.1.4 To serve as ex-officio member with full voting rights on the same committee locally to which he/she is assigned at CTA State Council;

7.2.1.5 To serve a term as specified by CTA Bylaws;

7.2.1.6 To represent the Association as directed by the Executive Board and/or Representative Council.

7.2.1.7 Delegates to the CTA State Council shall be elected for a three (3) year term.

7.2.1.7.1 The number of local delegates to CTA State Council of Education shall be determined by CTA formulae.

7.2.2 CVE shall pay one-half (1/2) of the cost of a single room for CTA State Council. CVE shall pay for one-half (1/2) day release time for travel to State Council. Payment is dependent on regular attendance at the following meetings: CVE Executive Board, CVE Representative Council, and San Diego County Service Center Council. Attendance is required from gavel-to-gavel at State Council general sessions.

7.3 National Education Association Delegates

7.3.1 Duties

7.3.1.1 To attend all meetings of the National Education Association Representative Assembly;

7.3.1.2 To report on National Education Association actions and decisions to the Executive Board, the Representative Council and/or the membership;

7.3.1.3 To represent the Association to the best of his/her ability; and

7.3.1.4 To represent the Association as directed by the Executive Board and/or the Representative Council.

7.3.1.5 Delegates to the NEA shall be elected for a one (1) year term.

7.3.1.5.1 The number of local delegates to the NEA Representative Assembly shall be determined by the CTA/NEA formulae.

7.3.1.6 CVE shall follow CTA guidelines for NEA-RA financial reimbursement.

8. AUDIT

8.1 The accounts and other financial records of the Association shall be audited annually by an independent accountant or accounting firm, to be designated by the Executive Board.

9. AUTHORIZATION OF DELEGATES TO CONVENTIONS AND SPECIAL MEETINGS

9.1 No personnel shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless the Executive Board has approved such representation in advance.

9.2 The Executive Board shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association.

SECTION 1

COMMITTEES

All committee chairs are appointed by the CVE President and shall serve with the approval of the Executive Board for a term of one year (with the exception of the Bargaining Team). Any CVE member in good standing shall be appointed by the Chairperson of the committee and shall serve with the approval of the Executive Board.

An announcement of vacancies on CVE committees for the upcoming school year shall be made no later than the end of Third Quarter. Interested members in good standing shall express their interest in writing to the respective Chairpersons by April 30. Within two weeks of the committee announcements, a member not selected for a committee may request to receive a written rationale within two weeks of the initial request.

10. POLITICAL ACTION COMMITTEE (CVE PAC)

10.1 Purpose- The CVE PAC committee is established under the direction of the Executive Board for the purposes stated in Standing Rule 3.

10.2 Membership and Meetings

10.2.1 Any CVE member in good standing may be appointed by the President to be the CVE PAC chairperson and shall serve with the approval of the Executive Board. The PAC Chair shall chair and coordinate the PAC Committee.

10.2.1.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the CVE PAC and shall serve with the approval of the Executive Board.

10.2.1.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.

10.2.2 The Chairperson shall call meetings when there is business to conduct. All members of the PAC Committee shall be notified twenty-four (24) hours in advance of meeting unless an urgent situation arises.

10.3 Funding

10.3.1 Funds may be used to support candidates for the County and CVESD Boards of Education who are endorsed by CVE PAC.

10.4 All planned community events shall be approved by the Executive Board in advance.

10.5 The PAC Chair shall receive a stipend of \$600 annually.

11. MEMBERSHIP COMMITTEE

11.1 This committee shall plan and conduct the membership campaign.

11.2 The Membership Chairperson shall be appointed by the President with approval by the Executive Board. The Membership Chair shall chair and coordinate the Membership Committee.

11.2.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Membership Committee and shall serve with the approval of the Executive Board.

11.3 All planned community events shall be approved by the Executive Board in advance.

11.4 The Membership Committee Chair shall receive a stipend of \$600 annually.

12. ELECTION COMMITTEE

12.1 The members of the Election Committee shall follow the current CVE Bylaws and CTA Elections Guide.

12.2 The Election Committee Chairperson shall be appointed by the President with approval by the Executive Board. The Election Committee Chair shall chair and coordinate the Election Committee.

12.2.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Election Committee and shall serve with the approval of the Executive Board.

12.2.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.

12.3 The Election Committee shall follow the current CVE election ratification procedures adopted by the Representative Council.

12.4 All planned community events shall be approved by the Executive Board in advance.

12.5 The Election Committee Chair shall receive a stipend of \$600 annually.

13. BARGAINING COMMITTEE

13.1 The Bargaining Team shall participate in negotiations training activities and planning sessions to prepare for negotiations;

13.2 The Bargaining Chairperson shall be appointed by the President with approval by the Executive Board. The Bargaining Chair shall chair and coordinate the Bargaining Committee.

13.2.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Bargaining Committee and shall serve with the approval of the Executive Board.

13.2.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.

13.3 Develop, distribute, and tabulate a survey of the Bargaining Unit to determine issues of concern for upcoming negotiations;

13.4 Conduct research to support Association bargaining proposals that represent the greater good of all bargaining unit members; and

13.5 The Bargaining Chairperson shall receive a stipend of \$600 annually.

14. GRIEVANCE COMMITTEE

14.1 The Grievance Chairperson shall be appointed by the President with approval by the Executive Board. The Grievance Chair shall chair and coordinate the Grievance Committee.

14.1.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Grievance Committee and shall serve with the approval of the Executive Board

- 14.1.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.
- 14.2 The Grievance Committee shall represent the Association at grievance proceedings;
- 14.3 Make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs;
- 14.4 Keep the Executive Board informed regarding current and potential grievances;
- 14.5 Consider the merits of each grievance and make recommendations to the Executive Board regarding the submission of a grievance to arbitration;
- 14.6 Keep a record of all grievances filed through the Association; and
- 14.7 Study the Association's grievance processing program and policies and make recommendations to the Executive Board and/or Representative Council for maintaining and improving their effectiveness.
- 14.8 All members of the Grievance Committee shall attend training on the grievance process.
- 14.9 The Grievance Chair shall receive a stipend of \$600 annually.

15. ORGANIZING COMMITTEE

- 15.1 The Organizing Committee helps to guide CVE's work in the community and helps to grow our partnerships and relationships with community organizations.
- 15.2 The Organizing Committee Chairperson shall be appointed by the President with approval by the Executive Board. The Organizing Chair shall chair and coordinate the Organizing Committee.
 - 15.2.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Organizing Committee and shall serve with the approval of the Executive Board.
 - 15.2.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.
 - 15.2.3 The chairperson shall call meetings when there is business to conduct. All members of the Organizing Committee shall be notified twenty-four (24) hours in advance of meeting unless an urgent situation arises.
- 15.3 All planned community events shall be approved by the Executive Board in advance unless an urgent situation arises.
- 15.4 The Organizing Chair shall receive a stipend of \$600 annually.

16. COMMUNICATIONS COMMITTEE

- 16.1 The Communications Committee works with the Executive Board members to distribute information to unit members in a timely manner and maintains a newsletter, social media presence, and website.
- 16.2 The Communications Committee Chairperson shall be appointed by the President with approval by the Executive Board. The Communications Committee Chair shall communicate with the above mentioned committees.
 - 16.2.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Communications Committee and shall serve with the approval of the Executive Directors.
 - 16.2.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.
- 16.3 The Communications Committee Chairperson shall receive a stipend of \$600 annually.

17. CONSULTATION COMMITTEE

- 17.1 The Consultation Committee acts as the exclusive representative of certificated personnel who has the right to consult on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks to the extent such matters are within the discretion of the public school employer under the law, as stated in the Agreement between CVESD and CVE.
- 17.2 The Consultation Committee Chairperson shall be the President or a member in good standing appointed by the President with approval by the Executive Board.
 - 17.2.1 Any CVE member in good standing shall be appointed by the Chairperson to be on the Consultation Committee or Subcommittees and shall serve with the approval of the Executive Directors.
 - 17.2.2 Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.
 - 17.2.3 The Consultation Committee may choose to establish subcommittees to deal with issues where appropriate District committees do not exist. Vacancies for Consultation subcommittees shall be selected by the Association as stated in 18.2.1.
- 17.3 The Consultation Committee Chairperson shall receive a stipend of \$600 annually if it is filled by a member other than the President.

17. AMENDMENT(S) TO THE BYLAWS

- 17.1 The Bylaws may be amended by a two-thirds (2/3) vote of the representatives. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary at least one week prior to a regularly scheduled Executive Board meeting. Notices not submitted on time will be considered at the next regularly scheduled meeting. The Executive Board will discuss the proposed amendment at the regularly scheduled

meeting, make a recommendation to approve or not to approve to the Representative Council at the next regularly scheduled Rep Council meeting. All Reps will then take the amendment to their group to for discussion. The amendment will then be voted on at the following Rep Council meeting.

SECTION 2

CHULA VISTA EDUCATORS STANDING RULES

STANDING RULE 1

Criteria for Consideration of Request to Fund Hearing Costs Related to a Proposed Suspension Without Pay

A member may apply to the Executive Board for consideration of funding of potential costs of a formal hearing related to an employer-imposed suspension not covered by the CTA Group Legal Services program. Application shall be made in writing to the Association President, who may convene a special meeting of the Executive Board to consider the request.

In order to provide objective standards with which to evaluate a commitment to fund all, or a portion of the costs of a formal hearing related to a proposed employee suspension without pay, the CVE Executive Board shall analyze and consider each request according to adopted criteria. It is not necessary for the proposed suspension without pay in question to meet each and every standard, rather, each commitment to funding shall be weighed on its own merits using the following criteria:

- There are credible arguments and evidence to dispel the allegations contained in the notice of intent to suspend.
- The request for a formal hearing must have been made by the employee within the procedural guidelines established in the Agreement.
- There is an identifiable funding source to cover the financial costs of the hearing should the employee not prevail in the hearing.
- A significant segment of the membership shall benefit from the act of financially supporting the hearing.
- A victory shall deter the employer from unwarranted suspensions in the future.
- The member shall be represented in the hearing by the CVE/SCTU Executive Director or a representative endorsed by the Executive Director.

The commitment to provide financial support is limited to the costs of the hearing, specifically, the costs of obtaining a list of potential hearing officers, per diem costs of the hearing officer, and recording/transcription costs, if any. The commitment does not include costs of representation should the employee seek representation from a source other than CVE/CTA/NEA.

STANDING RULE 2

Criteria for Arbitration of Grievances

In order to provide objective standards with which to evaluate grievances and their appropriateness for arbitration, the CVE Executive Board shall analyze each grievance according to adopted criteria. It is not necessary for the grievance in question to meet each and every standard; rather, each commitment to funding shall be weighed on its own merits using the following criteria:

- There are credible arguments and evidence to support the allegations contained in the grievance.
- Procedural steps in the grievance process have been followed correctly.
- There is a reasonable chance of winning the case.
- There is an identifiable funding source to cover the financial costs of participating in the arbitration.
- A significant segment of the membership shall benefit from a favorable award by the arbitrator.
- A victory shall deter the employer from similar adverse actions in the future.

STANDING RULE 3

Chula Vista Educators Political Action Committee (CVE PAC)

3. The Chula Vista Educators Political Action Committee hereafter referred to as CVE PAC, is established for the following purposes:

- 3.1 To inform members of legislation, voting records, and positions of legislators and candidates that may affect the members' classroom, working conditions, rights, and benefits.
- 3.2 To serve as a voluntary funding structure through which CVE members may give direct and indirect financial contributions to support or oppose such
 - 3.2.1 Local candidates for the Board of Education
 - 3.2.2 Local school district issues, including ballot measures
 - 3.2.3 As deemed worthy of support (or opposition) from the standpoint of educational issues and without regard to partisan consideration.
- 3.3 It is the intent of the CVE PAC to work in a cooperative manner, rather than in isolation from other district employee groups, to support our schools in an effective way.
- 3.4 Composition – Officers shall be a Chairperson, Treasurer and other such officers as are deemed necessary of the CVE PAC.
 - 3.4.1 The Chairperson and Treasurer shall be appointed by the President of CVE with the

approval of the CVE Executive Board. The remaining members will be appointed by the chairperson of CVE PAC. Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the local association.

3.5 Funding

3.5.1 A voluntary amount of per member per month or a one-time donation, shall be placed in the account of the CVE PAC from current member local contributions. These monies shall remain segregated from the general membership account. Actual amount per member shall be adjusted by the CVE Executive Board to reflect the need of the CVE PAC and the budget of CVE.

3.6 Endorsement Procedures

3.6.1 Candidates and officeholders endorsed by the local association shall be deemed endorsed unless action is taken by the CVE PAC, CVE Executive Board, and CVE Representative Council to withhold endorsement.

3.6.2 CVE PAC may endorse a candidate for the local and/or county Boards of Education after a thorough and fair process in which:

3.6.2.1 Candidates are given equal access to the committee, and a good faith effort has been made to determine their positions on important issues facing education.

3.6.2.2 Spokespeople on both sides of an issue or ballot measure are given equal access to the committee, and a good faith effort has been made to determine the facts and relevance to education.

3.6.3 Recommendations for endorsements are made by the CVE PAC, adopted by the CVE Executive Board, and ratified by the CVE Representative Council.

3.6.4 For Board of Education elections, and other elections that have a direct impact on other employee groups, CVE PAC shall make every effort to establish ways of coordinating the endorsement process with other associations such as the local Classified Employees Association and the local Administrators Association to reach consensus on endorsements.

3.6.5 No funds or support in kind may be spent on non-endorsed candidates.

3.6.6 CVE PAC may issue endorsement letters or statements of endorsement with reason for the endorsement for purposes of press release or member education after approval of the CVE Executive Board.

3.7 Meetings shall be called by the chairperson when there is business to conduct. All members shall be notified in advance of the meetings. A quorum consisting of a majority of committee members is necessary to conduct business.

STANDING RULE 4

4. Released-Time President/Stipends
 - 4.1 The CVE Executive Board, with approval from the CVE Representative Council, shall set the number of workdays and the monthly stipend for a release-time President .
 - 4.2 The President shall be provided a cell phone, credit card, laptop computer, and reimbursement of CVE-related expenses.
 - 4.3 The CVE Executive Board, with approval from the CVE Representative Council, shall set stipends for designated CVE assignments.

STANDING RULE 5

5. Peer Assistance and Review (PAR) and Induction (BTSA) Joint Committees
 - 5.1 Any member in good standing shall be appointed by the Chairperson to be on the PAR and Induction Joint Committees and shall serve with the approval of the Executive Directors.
 - 5.1.1 The PAR Joint Committee Chairperson shall be selected from the current members based on Section 2 of the PAR Handbook of Rules and Procedures.
 - 5.2 A CVE-appointed member or designated alternate of the PAR and Induction Joint Committees shall be limited to two (2) terms of three (3) years, or any part of two (2) terms, for no more than two (2) consecutive terms or six (6) years and shall be approved by the Executive Board. Members shall serve their terms on a rotating (A, B, C) schedule.
 - 5.3 One (1) alternate to the PAR Joint Committee shall be appointed by the President and approved by the Executive Board.

STANDING RULE 6

6. The Responsibilities of the Area Directors
 - 6.1 The responsibilities of Area Directors include attendance and participation at Executive Board, Representative Council, and may attend Organizing Team meetings. Area Directors shall be members of the Organizing Committee.
 - 6.2 The five (5) Area Directors are also responsible for specific designed assignments—as determined by the CVE Executive Board
 - 6.3 One Area Director shall be designated as Parliamentarian.

STANDING RULE 7

7. Appointed Ex-Officio Members

- 7.1 The chairpersons of the Bargaining Team, Grievance Committee, Organizing Committee, PAC Committee, Membership Committee, Elections Committee, and PAR Panel shall serve as non-voting ex-officio members of the CVE Executive Board.
- 7.2 The President shall serve as an ex-officio member on all committees.

STANDING RULE 8

8. Catastrophic Leave Committee

- 8.1 As per the Catastrophic Leave article of the Collective Bargaining Agreement, the President and one (1) designated member of the Executive Board shall serve for the duration of their terms as the two (2) CVE representatives on the Catastrophic Leave Committee. (Refer to Article 54.3.8)

STANDING RULE 9

9. Chula Vista Educators (CVE) Process for Requesting CVE Dues Overpayment

1. Submit a request for dues overpayment in writing to the CVE President.
2. Submit a list including the dates, sites, and percentage of full-time assignment.
3. Submit a copy of a pay stubs from the beginning date of overpayment.

The amount of the overpayment of CVE dues shall be refunded by CVE according to CVE Section 1, Rules of Operation 3. Dues:

CVE shall reimburse the overpayment of CVE dues consistent with the guidelines and policies of CTA. The request for a refund must be submitted in writing along with the appropriate documentation to the CVE office. CTA and NEA dues shall follow CTA and NEA policy.

CVE President
Chula Vista Educators
1061 Tierra Del Rey #100
Chula Vista, CA 91910
Phone 619-427-1063

The liability of reporting any refunds to the IRS falls on the recipient.

CTA shall reimburse the overpayment of dues for up to three (3) years. To submit a request for CIA dues overpayment, a bargaining unit member must contact CTA in writing with appropriate documentation of overpayment.

CTA State Headquarters
Attention Membership
1705 Murchison Drive
P0 Box 921
Burlingame, CA 94011-0921
Phone 650-697-1400

NEA shall reimburse the overpayment of dues for up to one (1) year. To submit a request for NEA dues overpayment, a bargaining unit member must contact NEA in writing with appropriate documentation of overpayment.

NEA National Headquarters
Attention Accounting
1201 16th Street, NW
Washington, DC 20036
Phone 202-833-4000

STANDING RULE 10

10. Recall Procedures

- 10.1 Any/all of the Executive Board may be recalled by a majority vote of the Active Membership. A recall of any/all of the Executive Board may be initiated by a petition signed by one-fourth (1/4) of the Active Membership. A statement of reasons, not to exceed two hundred (200) words in length, for the proposed recall shall be part of the recall petition. Each person named in the recall petition shall have the right to make a rebuttal statement, not to exceed two hundred (200) words in length, which shall be distributed to the Active Membership at least seven (7) days prior to the recall election. Recall elections shall be held by secret ballot. The question of recall shall be posed separately on the ballot for each person concerned.
- 10.2 Any School Site Representative/Special Group Representative may be recalled by a majority vote of his/her constituency. A recall of any School Site Representative/Special Group Representative may be initiated by a petition signed by one-third (1/3) of the Active Membership of his/her particular constituency. A statement of reasons, not to exceed two hundred (200) words in length, for the proposed recall shall be part of the recall petition. Each person named in the recall petition shall have the right to make a rebuttal statement, not to exceed two hundred (200) words in length, which shall be distributed to his/her constituency at least seven (7) days prior to the recall election. Recall elections shall be by secret ballot.

STANDING RULE 11

11. Meeting Notification Procedure

- 11.1 The notification procedure for regular meetings of the Executive Board and Representative Council may include the use of a published schedule of meetings, written notification, phone notification and, if applicable, electronic notification (e-mail and/or text). Agendas for the Executive Board and Representatives Council shall be shared at least forty-eight (48) hours prior to the meeting. The Chair sets the agenda. Executive Board Members may add agenda items by noticing the chair no less than 72 hours prior to the meeting.
- 11.2 The notification of an emergency meeting of the Executive Board and/or Representative Council may include the use of written notification, phone notification, and, if applicable, electronic notification (e-mail). Unless prevented by extenuating circumstances, a minimum of twenty-four (24) hours notice shall be given to the appropriate decision-making group.
- 11.3 The notification of a special meeting of the Representative Council may include the use of written notification, phone notification, and, if applicable, electronic notification (e-mail). Special meetings shall be called upon five (5) school days notice by the action of the Executive Board or by the President upon receipt of a petition of at least one-third (1/3) of Site Representatives/Special Group Representatives.
- 11.4 The notification of a special meeting of the Executive Board may include the use of written notification, phone notification, and, if applicable, electronic notification (e-mail and/or text). Special meetings may be called upon by two days' notice by the President or upon written or verbal agreement of a majority of the Executive Board.

STANDING RULE 12

12. Officers

12.1 President

- 12.1.1 The President shall receive payment for working an extra month of \$11,000.
- 12.1.2 Maintain a minimum of seven (7) hours per work day toward union business for eleven (11) months per year. Maintain a monthly calendar to be published on the website and/or presented upon request.
- 12.1.3 Call and preside at all Executive Board and Representative Council meetings.
- 12.1.4 Attend all CVESD Board of Education Meetings.
- 12.1.5 Attend quarterly Service Center Council meetings.
- 12.1.6 Attend CTA/NEA conferences as directed by CTA/NEA.
- 12.1.7 Attend other conferences as approved by CVE Executive Board

12.1.8 Shall be ex-officio member of all Association committees, whether continuing or temporary, except the Election Committee

12.1.9 Communications and Public Relations:

12.1.9.1 She/He shall present, represent and interpret the Association and its program to the membership and the public.

12.1.9.2 She/He is responsible for all official Association publication and press releases.

12.1.9.3 She/He shall be responsible for the planning and execution of the Public Relations Program for the Association.

12.1.10 Shall develop a visitation schedule to schools.

12.1.11 Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association;

12.1.12 or designated representative, shall serve as the official representative of the Association.

12.1.13 Shall nominate members to joint district and community committees with the approval of the CVE Executive Board.

12.1.14 Shall be authorized to countersign checks with the Treasurer and/or Vice President .

12.1.15 Shall coordinate the activities of the Association.

12.2 Vice President

12.2.1 Shall attend all CVE Executive Board and Representative Council Meetings.

12.2.2 Attend CTA, NEA meetings as directed by CTA/NEA.

12.2.3 Attend all other conferences and trainings as approved by the CVE Executive Board.

12.2.4 Shall chair all meetings and support activities in the absence of the President .

12.2.5 Shall be responsible for curriculum and shall meet monthly with the District Director of Curriculum.

12.3 Secretary

12.3.1 Attend all CVE Executive Board and Representative Council meetings and record minutes.

- 12.3.2 Attend CTA, NEA, and Service Center training and conferences as directed by the CVE Executive Board.
- 12.3.3 Shall maintain records to include minutes and attendance sign in sheets digitally and as a hard copy following CTA guidelines The records shall be available at all Executive Board and Representative Council meetings.
- 12.3.4 Shall be responsible for reading and editing the minutes of all the Executive Board and Representative Council meetings of the Association within one (1) week after each meeting. Exceptions shall be approved by the CVE Executive Board
- 12.3.5 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.
- 12.3.6 Shall perform all duties as described in the Association Bylaws.

12.4 Treasurer

- 12.4.1 Shall perform all duties described in the Bylaws.
- 12.4.2 Attend all CVE Executive Board and Representative Council meetings as directed by CTA and NEA. In addition, the Treasurer shall attend additional meetings as directed by the CVE Executive Board (e.g.: District Budget Advisory Committee.)
- 12.4.3 Must be computer literate and be knowledgeable of a computer accounting program.
- 12.4.4 Shall maintain records of all original receipts and expenditures.
- 12.4.5 Provide written explanation of budget line items to Representative Council to clarify the budget and financial reports.
- 12.4.6 shall prepare the budget with the Executive Board prior to the beginning of the fiscal year. The Budget Committee shall prepare the budget so that it can be presented at the May Representative Council meeting, posted at the sites and approved at the August Representative Council Meeting.
- 12.4.7 On the budget document, CVE dues income shall be separated out from the CTA/NEA pass through account and the expense category should read CTA/NEA dues.
- 12.4.8 Shall check for unified dues sent to CTA to process and send CVE/SCTU dues monies back to CVE.

- 12.4.9 Shall present a current Treasurer's Report at each CVE Board of Directors Meeting for receipt and file for audit and then forward to the subsequent Representative Council Meeting. (The report can be electronically submitted to the President to be copied by SCTU Staff for meetings.)
- 12.4.10 All CVE financial records including the checkbook are to be kept in the CVE offices in a locked file cabinet.
- 12.4.11 Shall be given twenty-five (25) release days per fiscal year to pay all Association bills and maintain records.
- 12.4.12 Shall attend the CTA Treasurers' Workshop annually along with the CVE Treasurer, President, and Vice President .
- 12.4.13 Officers of the Association are not to sign blank checks.
- 12.4.14 The Vice President of the Association is the third signer of the checks. Records shall be kept of all checks written.
- 12.4.15 Bank reconciliation to be prepared by the treasurer within twenty (20) days of the end of the applicable month and signed off by the President of the Association within ten (10) days of the completion of the reconciliation or the end of the month.
- 12.4.16 All funds shall be diversified into FDIC financial institutions so that no balance is more than the amount protected by FDIC regulations
- 12.4.17 The Executive Board shall invite the auditor annually to present and review the audit in general session for questions followed by presentation of the required Management Letter for discussion in Executive Session.
- 12.4.18 The auditor shall prepare IRS 1099 forms for each individual receiving non-employee compensation of \$600.00 or more. This is to include all service vendors that are not incorporated.
- 12.4.19 CVE, if possible, shall hire a new auditor every five to seven (5-7) years to prepare all reports.
- 12.4.20 All committee chair stipends shall be \$600.00 and the IRS 1099 form shall be prepared for each stipend.
- 12.4.21 The last three years of IRS Form 990s shall be available for inspection at the CVE offices.
- 12.4.22 The financial report required by PERB shall be available on site for inspection within sixty (60) days after the fiscal year end signed and certified by the President and Treasurer.

SECTION 3

POLICIES

CHARTER SCHOOL POLICY

CVE supports the improvement of public education and recognizes the statutory rights of unit members to actively participate in the formation and operation of charter schools. Therefore, it shall be CVE's policy to continue to:

1. Provide assistance upon request of unit members in this process.
2. Maintain and protect all rights and privileges.