

**GOVERNANCE DOCUMENTS
OF
THE ORANGE UNIFIED EDUCATION
ASSOCIATION**

- ARTICLES OF INCORPORATION**
 - BYLAWS**
 - STANDING RULES**

Standing Rule 8 Amended by OUEA Board of Directors on April 9, 2007
Articles of Incorporation approved by Membership on April 28, 2006
Bylaws and Standing Rule Amendments approved by Rep Council on February 21, 2006
Approved for posting at work sites by OUEA Board of Directors on January 9, 2006
Draft Article VII, Section C amended by OUEA Board of Directors on January 9, 2006
Submitted to the OUEA Board of Directors on March 7, 2005
Reviewed by OUEA Sub-Committee on February 8, 2005
Reviewed by OUEA Board of Directors on August 22, 2004
Submitted for review by CTA on December 19, 2003

TABLE OF CONTENTS

ARTICLES OF INCORPORATION

ARTICLE I – NAME	1
ARTICLE II – PURPOSE	1
ARTICLE III- NONPROFIT STATUS	2
ARTICLE IV- PLACE OF BUSINESS	2
ARTICLE V- BOARD OF DIRECTORS	2
ARTICLE VI –MEMBERSHIP	2
ARTICLE VII -DEDICATION OF ASSETS	2
ARTICLE VIII –AFFILIATIONS	3
ARTICLE IX- BYLAWS	3
ARTICLE X-AMENDMENTS.....	3

BYLAWS

ARTICLE I - IDENTIFICATION AND GOALS	4
ARTICLE II- AFFILIATION.....	5
ARTICLE III –MEMBERSHIP.....	6
A. Classes:	6
B. General Requirements:	6
C. Active Membership:.....	6
D. Retired:	6
E. Membership Year:.....	6
F. Delinquency and Change of Status:.....	7
G. Exclusion from Membership:.....	7
H. Dues for Active Members:.....	7
I. Dues for Other Than Active Membership:	7
J. Fees:	7
K. Property Rights:	7
L. Prohibition Against Discrimination:.....	8
M. Member Discipline:.....	8
ARTICLE IV – LOCAL FACULTY UNITS.....	9
A. General:	9
B. Composition:	9
C. Allocation of Faculty Representative:	9
D. Election of Faculty Representatives:	9
E. Alternates:	9
F. Duties of Faculty Representatives:.....	10
ARTICLE V – GOVERNANCE AND GOVERNANCE DOCUMENTS	11
A. Basic Classes of Governance Bodies:	11
B. Supplemental Advisory Classes of Governance:	11
C. Parliamentary Authority:.....	11
D. Amendments to or Modification of the Articles of Incorporation:	11
E. Amendments to or Modification of the Bylaws:	12
F. Amendments to the Standing Rules:.....	13

ARTICLE VI – NOMINATIONS AND ELECTIONS	14
A. Elections Committee:	14
B. Election Committee Duties:	14
C. Election Requirements:	14
D. State Council Representative Elections:	15
E. NEA Delegate Elections:	15
F. NEA Local Delegate Elections:	15
G. Election Requirements:	15
H. Announcement:	16
I. Timeline:	16
J. Finances:	16
K. Candidate’s Rights:	17
L. Ballot:	17
M. Distribution of Ballots and Method of Voting:	17
N. Counting of Ballots:	20
O. Observers:	21
P. Challenge Procedure:	21
Q. Initiative Procedures:	22
R. Referendum Procedures:	23
S. Recall Procedures:	24
T. Eligibility for Voting:	25
ARTICLE VII – REPRESENTATIVE COUNCIL	27
A. Composition:	27
B. Voting Members:	27
C. Non-voting Members:	27
D. Meetings:	27
E. Quorum:	28
F. General Authority and Major Policy:	28
G. Agenda:	28
H. Vacancy:	28
ARTICLE VIII – BOARD OF DIRECTORS	29
A. Powers, Duties and Functions:	29
B. Emergency Powers:	29
C. Composition:	29
D. Meeting:	29
E. Quorum:	29
F. Vacancy:	29
G. Filling a Vacancy:	30
ARTICLE IX – OFFICERS	31
A. General:	31
B. President:	31
C. Vice-President:	31
D. Secretary:	32
E. Treasurer:	32
F. Elementary Segment Directors:	32
G. Secondary Segment Directors:	32
H. Special Segment Director:	33

I. State Council Representative(s):.....	33
ARTICLE X – MEETINGS OF THE GENERAL MEMBERSHIP	34
A. Methods of Calling:	34
B. Frequency of Meetings:.....	34
ARTICLE XI – COMMITTEES	35
A. Standing Committees:.....	35
B. Special Committees:	35
C. Ex-officio Membership on Committees:.....	35
ARTICLE XII – EMPLOYMENT OF STAFF	36
A. General Policies:	36
B. Employment Authority:	36
C. Non-Discrimination Clause:.....	36
ARTICLE XIII – FINANCES	37
A. Dues, fees and Contributions:.....	37
B. Fiscal Year:	37
C. Adoption of Annual Budget:	37
D. Expenditures of and Accounting for Funds:	38
E. Restriction Upon Indebtedness:	38
ARTICLE XIV –RECORDS AND PUBLICATIONS, NOTICES AND CORRESPONDENCE	39
A. Availability of Records:.....	39
B. Publications:.....	39
C. Notice to the Membership:	39
D. Receipt of Petitions and Correspondence:.....	39

STANDING RULES

STANDING RULE 1 – IDENTIFICATION AND GOALS.....	40
STANDING RULE 2 – MEMBERSHIP	41
STANDING RULE 3 – MEMBERSHIP DUES.....	42
1. Probationary/Permanent Contract Members:	42
2. Temporary Contract Members:.....	42
3. Hourly employee Members:.....	42
STANDING RULE 4 – OFFICERS.....	43
A. Duties and Job Description of the President:	43
B. Duties of Vice President:.....	44
C. Duties of the Secretary:.....	44
D. Duties of the Treasurer:	44
E. Duties of the Segment Directors:	44
STANDING RULE 5 – BOARD OF DIRECTORS	45
STANDING RULE 6 – REPRESENTATION TO AFFILIATED ORGANIZATIONS .	46
A. NEA Delegates:.....	46
B. Orange County Service Center Council:	46
C. Other Organizations:	46
STANDING RULE 7 – STANDING COMMITTEES	47
A. Negotiations Committee/Team:.....	47
B. Grievance Committee:	48

C. Elections:	48
D. Curriculum and Instruction:	48
E. Political Action:.....	48
F. Newspaper and Community Newsletter:	49
STANDING RULE 8 – REIMBURSEMENT OF EXPENSES.....	50
A. Philosophy:	50
B. Individual Expense Accounts:	50
C. Transportation Reimbursement:.....	50
D. Lodging Reimbursement:	50
E. Meals and Miscellaneous Expenses Reimbursement:	51
F. Receipts:	51
STANDING RULE 9 – GRIEVANCE PROCESSING	52
A. General:	52
B. Processing Grievance (Non-Arbitrated):	52
C. Processing Grievances (Arbitration):.....	52
STANDING RULE 10 – PERSONNEL POLICIES - STAFF	53
A. Executive Director:	53
B. Secretarial and Clerical Staff:.....	53
1. General:.....	53
2. Supervisory Relationships:	53
3. Employment, Release, Promotion, Demotion and Placement:	53
STANDING RULE 11 – PROVISIONS FOR PUBLICATIONS	54
A. The Official Association Newspaper: FOCUS	54
STANDING RULE 12 – PRODUCT ENDORSEMENT	55
STANDING RULE 13 – GIFTS OR DEDICATIONS	56
STANDING RULE 14 – ENDORSEMENT PROCEDURES/SCHOOL BOARD ELECTIONS	57

ARTICLES OF INCORPORATION
of
ORANGE UNIFIED EDUCATION ASSOCIATION, INC.

ARTICLE I – NAME

The name of this corporation shall be Orange Unified Education Association, Incorporated/ CTA/NEA in Orange County.

ARTICLE II – PURPOSE

- A. The specific and primary purpose of this corporation shall be to serve as a single policy making body, representative of persons employed by the Orange Unified School District serving in a position or positions requiring certification qualifications. It shall also be one of the primary purposes of this corporation to be the exclusive representative of the certificated employees of the Orange Unified School District in their relations with said school district and the Board of Education of said school district, in all matters related to employment conditions and employer-employee relations as public employees of such public agency.
- B. The general purposes for which this corporation is formed are:
1. To afford the opportunity for the investigation of and for the expression and interchange of opinion upon subjects of special interest to certificated persons employed by the Orange Unified School District; to promote the advancement of education; to further the educational interests of the Orange Unified School District.
 2. To promote participation by those employed in such educational service in all decision making processes which formulate educational objectives and total educational program of the Orange Unified School District.
 3. To provide a means for representation for ethnic minority members. The Orange Unified Education Association remains committed to providing equal opportunity for all members.
 4. To cooperate with other organizations in the advancement of our community and our profession.
 5. To exercise each and every one of the powers and purposes specified in Section 9501 of the Corporations Code of the State

of California and all other powers and purposes now or hereafter authorized by law to be done or performed in furtherance of or incidental to or necessary to the primary purposes for which this corporation is being formed.

ARTICLE III- NONPROFIT STATUS

This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California and is organized exclusively as a professional school employees' association and for educational purposes, and does not contemplate the distribution of gains, profits or dividends to its members thereof.

ARTICLE IV- PLACE OF BUSINESS

The County in this State where the principal office for the transaction of the business of this corporation is located is Orange County.

ARTICLE V- BOARD OF DIRECTORS

- A. The Board of Directors of this organization shall be known as the "Board of Directors" and individual members thereof shall be known as Directors.
- B. The number of Directors shall be between 12 and 15 inclusive, the exact number and the means and manner of their selection to be as set within the Bylaws.

ARTICLE VI –MEMBERSHIP

The number and qualification of members of the organization, the different classes of membership, if any, the voting, and other rights and the privileges of members, and their liability to dues and assessments and the method of collection thereof, shall be as set forth within the Bylaws and Standing rules.

ARTICLE VII -DEDICATION OF ASSETS

The property of this organization is irrevocably dedicated to the representation of those in educational service and no part of the net income or assets of this organization shall ever inure to the benefit of any Director, officer or member thereof or to the benefit of any private individual. Upon the dissolution or winding up of the organization, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or purposes corporation which is organized and operated exclusively for the purposes of representation of employees in educational service and which has established its tax exempt status under Section 501(c)(5) of the Internal

Revenue Code. If this organization holds any assets in trust, or a corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the organization has its principal office, upon petition therefore by the Attorney General or by a person concerned in the liquidation, in a proceeding in which the Attorney General is a party.

ARTICLE VIII –AFFILIATIONS

This organization shall be and remain affiliated with the California Teachers Association and the National Education Association as a chartered chapter.

ARTICLE IX- BYLAWS

The Bylaws of this organization may be amended or repealed by; any means provided for in the bylaws.

ARTICLE X-AMENDMENTS

These articles may be amended by an identical resolution adopted jointly by the Board of Directors and at least two-thirds of the active membership voting in an election by written ballot. The times, methods and procedures for the necessary meetings in connection with the holding of such election shall be as prescribed within the Bylaws.

BYLAWS

for

ORANGE UNIFIED EDUCATION ASSOCIATION, INC.

ARTICLE I - IDENTIFICATION AND GOALS

The name for this organization shall be Orange Unified Education Association, Incorporated – OUEA/CTA/NEA, (hereafter known as the Association). The primary purpose of this organization is to represent employees in their relationship with the Orange Unified School District.

Goals: The following shall be the goals pursued by the Association in carrying out its purposes as prescribed in the Articles of Incorporation:

1. To serve as the vehicle through which the membership can develop written policies and legislative goals for the best possible conditions of educational service and program within the Orange Unified School District;
2. To secure the implementation of these policies and goals through each of the following means:
 - (a) By negotiations with the Board of Trustees of the Orange Unified School District; and
 - (b) By appropriate political and legislative activities in conjunction with state and national affiliates;
3. To continuously represent the membership, both individually and collectively, in matters arising out of the interpretation and application of policies and laws before public officials of the Orange Unified School District and other public officials having jurisdiction in any way over the educational service of a member or members with the Orange Unified School District; and
4. To service the membership in any other lawful manner leading directly or indirectly to the improvement of group and individual morale and welfare with regard to service in the educational profession.

ARTICLE II- AFFILIATION

- A. The OUEA shall be a chartered chapter of the California Teachers Association.
- B. The OUEA shall be an affiliated association of the National Education Association.

ARTICLE III – MEMBERSHIP

A. Classes:

Classes of membership shall be Active, and Retired. Members shall not be enrolled in classes other than Active or retired until approved by an action taken by the Representative Council.

B. General Requirements:

A membership requirement is adherence to the Code of Ethics of the Education Profession. To become a member, a membership enrollment form must be completed and filed, together with the prescribed amount of dues for the category of membership for which eligible or payroll deduction authorization. In addition, membership must also be obtained in the appropriate parallel category within the California Teachers Association and within the National Education Association whenever such memberships are available.

C. Active Membership:

Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit. Active members shall have voting rights on all matters submitted to the membership. Active members shall be eligible for elective or appointive office within the Association.

D. Retired:

Any person who at the time of retirement from active service was a member of the Association may become a Retired member with full rights to attend meetings as a visitor and to receive Association publications.

E. Membership Year:

The membership year shall be that period of time from September 1st of any given calendar year through August 31st of the following calendar year, inclusive.

F. Delinquency and Change of Status:

Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31st of any calendar year a member has either not paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

G. Exclusion from Membership:

An individual who is serving as a negotiator or who holds a non-bargaining unit position for a public school employer shall not be eligible for membership in the Association.

H. Dues for Active Members:

The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA and the NEA. The Association's portion of the basic annual dues shall be established by action of the Representative Council at the last regular meeting of the school year.

I. Dues for Other Than Active Membership:

The Association's portion of the annual dues for other than active membership shall be established by the Board of Directors at the last regular meeting of the school year.

J. Fees:

Any Representative Fee or organizational security fee negotiated by the Association shall be apportioned on the same percentage basis as the full UEP (OUEA/CTA/NEA) dues.

K. Property Rights:

No individual member shall attain rights to any property of the Orange Unified Education Association/CTA/NEA as a result of membership, or as an officer of the Association.

L. Prohibition Against Discrimination:

The rights to and privileges of membership shall not be abridged in any way because of race, age, sex, ethnic group, creed, color, marital status, national origin or sexual orientation.

M. Member Discipline:

No member may be disciplined without a due process hearing which shall include the established appellate procedure.

N. The Association membership categories shall not compete with those of another United Education Profession chapter within the same employing jurisdiction.

ARTICLE IV – LOCAL FACULTY UNITS

A. General:

The basic component of the Association to which every Active member shall be assigned and carried on the rolls shall be a Local Faculty Unit.

B. Composition:

The Local Faculty Unit for each school campus shall consist of the active members of the Association employed on that campus. Active members who are not represented through an individual school Faculty Unit shall be counted as a Special Faculty Unit entitled to the same representation on the Council as individual Faculty Units.

C. Allocation of Faculty Representative:

Each Local or Special Faculty Unit shall be authorized at least one Faculty Representative. Additional Faculty Representatives shall be allocated on the basis of one (1) Representative for every additional fifteen (15) Active members or major fraction thereof. Allocation of Faculty Representatives shall be established by the Executive Board based on a membership census of each Faculty Unit as of November 1st of each calendar year. Once this annual determination is made, it shall remain in effect until the following October 31st, unless an appeal for change made by an individual Faculty Unit is approved by the Representative Council.

D. Election of Faculty Representatives:

Faculty Representatives shall be elected by and from the Active membership for each Local Faculty Unit in May of each year and shall serve until their successors are elected and qualified. Such election shall be by open nomination and secret ballot. They shall take office June 1st.

E. Alternates:

Alternate Faculty Representatives shall be elected by and from the Active members of each Unit as necessary to serve in the event of absence or incapacity of the regular incumbent(s).

F. Duties of Faculty Representatives:

Faculty Representatives shall perform the following basic functions, with any additional powers and duties as prescribed by the Executive Officers and/or the Board of Directors.

1. Conduct constant and ongoing liaison between the Association policymaking structure and the Active members of the Local Faculty Unit;
2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active membership
3. Represent the views and input of the Active membership of the Unit in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose.
4. Attend meetings of the Representative Council and be encouraged to serve on at least one of the Committees of the Association.

ARTICLE V – GOVERNANCE AND GOVERNANCE DOCUMENTS

A. Basic Classes of Governance Bodies:

The following shall be the three (3) basic classes of governance bodies for the Association in the order of their rank and precedence:

1. The Active membership shall exercise the highest and ultimate class of governance through the General Election Process.
2. The Representative Council shall act for membership on all policymaking matters as prescribed herein.
3. The Board of Directors shall exercise ongoing governance as defined in the law and on all other matters delegated to it by the Governance Documents and/or actions of the Representative Council.

B. Supplemental Advisory Classes of Governance:

Association committees, commissions and task forces shall each have such supplemental and advisory powers and duties of governance as shall be prescribed within the Governance Documents and/or in the actions of the Governance Bodies appointing them. The chapter shall adopt a policy that recognizes the pre-eminence of the "Code of Ethics of the Education Profession."

C. Parliamentary Authority:

Where not otherwise prescribed within the Governance Documents, the latest edition of "Robert's Rules of Order", newly revised, shall be the prescribed authority for the conduct of the meetings of all Governance Bodies.

D. Amendments to or Modification of the Articles of Incorporation:

1. The Active membership shall retain final ratification authority for amendments to or modification of the Articles of Incorporation in accordance with the following procedure:
 - (a) Proposal.
Amendments to the Articles of Incorporation may be proposed by majority vote of either the Board of Directors or Representative Council, or by a petition circulated by unit members and signed by 25% of the membership.

1.) Such a petition shall be delivered to the Association offices within 15 days prior to the next regular meeting of the Representative Council.

(b) Consideration.

At the next regular meeting of the Rep Council:

1.) The Council may order amendments proposed by the Representative Council or the Board of Directors withdrawn or refined in any manner which does not increase its scope or impact; taken to the membership with a recommending position for special election.

2.) The Representative Council shall review amendments proposed by 25% of the membership and shall take a recommending position, which shall accompany the proposal to the membership for special election.

(c) General Election.

The proposed amendment shall be considered in the form approved by the Representative Council at the General Election of the Active Membership.

(d) Ratification.

At least two-thirds (2/3) vote of those voting in the General Election shall be required for final ratification, unless a later date is specified at the time of such ratification.

E. Amendments to or Modification of the Bylaws:

1. The Representative Council shall have the final ratification authority for amendments to the bylaws in accordance with the following procedure:

(a) Proposal.

By majority vote, Board of Directors or the Representative Council may propose an amendment to these Bylaws at any meeting.

(b) Notice.

At least twenty (20) days notice to the Active membership shall be required prior to the final

consideration of the proposed amendments by the Representative Council.

(c) Adoption.

The proposed amendment(s) shall be debated and by majority vote be amended in any manner which will not substantially change the scope of impact, prior to the final vote in the Representative Council. All amendments shall require a two-thirds (2/3) vote of those voting by secret ballot at a valid meeting of the Representative Council. The effective date shall be the date of ratification unless specified otherwise in the amendment.

F. Amendments to the Standing Rules:

1. The Board of Directors shall have final approval authority for amendments to the Standing Rules as follows:

1. Proposal.

By majority vote of those present, the Board of Directors may propose, or the Representative Council may direct, an amendment to the Standing Rules at any meeting.

2. Adoption.

The proposed or directed amendment shall be subject to adoption by a majority vote of those members of the Board of Directors present at any meeting.

ARTICLE VI – NOMINATIONS AND ELECTIONS

A. Elections Committee:

1. There shall be an Elections Committee.
2. The Elections Committee shall be appointed.
3. The Elections Committee shall be composed of at least three members.
4. The chair of the Elections Committee shall be appointed by the President.
5. Members of the Elections Committee shall be approved by the OUEA Board of Directors.
6. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

B. Election Committee Duties:

The duties of the Elections Committee shall be to:

1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
2. Establish election timelines;
3. Develop and carry out timelines and procedures;
4. Prepare ballots for election of officers and such other elections as may be necessary;
5. Count the ballots and certify the results;
6. Handle initial challenges.
7. Comply with Standing Rule 8.

C. Election Requirements:

Elections shall be conducted with:

1. Open nomination procedure;
2. Secret ballot;
3. All members vote;
4. Record of voters receiving or casting ballots;
5. Majority vote, unless otherwise specified.

D. State Council Representative Elections:

State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.

E. NEA Delegate Elections:

NEA State Delegates elections shall be conducted in accordance with CTA guidelines.

F. NEA Local Delegate Elections:

NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.

G. Election Requirements:

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all member vote. A member who is off-track shall be sent election information by mail to his/her last known address.
5. A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

NOTE: IF A ROSTER OF MEMBERS IS PREPARED FOR A SCHOOL SITE AHEAD OF TIME, INITIALS OF THE MEMBER MAY BE ACCEPTED.

7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a

majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

H. Announcement:

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

I. Timeline:

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The Elections Committee shall establish annually a master calendar (including run-offs, if necessary) in accordance with the Bylaws. This calendar shall be approved by the Board of Directors at its January meeting.
3. The timeline for the election shall include dates for:
 - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
 - b. Date for acknowledgment of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballots will be distributed.
 - e. Date(s) when voting will take place.
 - f. Deadline date for requesting absentee ballot.
 - g. Deadline date, time and place for return of ballots, including absentee ballots.
 - h. Date, time and place where ballots will be counted.
 - i. Date(s) that announcement of results will be made to leadership, candidates and members.
 - j. Dates and timelines for run-off election, if necessary.
 - k. Deadline for filing of challenges.

J. Finances:

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of

a chapter's assets, facilities, staff, equipment, mailings, good will and credit.

K. Candidate's Rights:

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right of access to a list containing the names and last known addresses of all members.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

L. Ballot:

1. The names of the candidates shall be printed on the ballot in (*CTA election alphabet, in alphabetical order or in an order pre-selected by the unit for one year*). The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

M. Distribution of Ballots and Method of Voting:

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
 - a. At School Site/Specified Voting Site

NOTE: If a site representative is a candidate, refer to Article 6 Section A. ELECTIONS COMMITTEE.

1). Voting At School Site(s)/Specified Voting Site

- a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - (2) Voter Sign-up Sheet – List of eligible voters, which includes a place for a signature.
- b). The marked ballot must be returned to a designated site representative or ballot box.
- c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.

2). Voting At School Site(s)/Specified Voting Site Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a). A list of current members shall be prepared, which includes each members name, school and home address.
- b). Voters shall be provided with the following:
 - (1). A ballot;
 - (2). Instructions on folding of the ballot in the inner envelope; signature on the outer envelope addressed to the chapter; and deadline date for receipt of the voted ballot at the chapter office;
 - (3). A small envelope (inner envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c). At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.

- d). The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e). All inner envelopes shall be placed in a separate receptacle.
 - f). The inner envelope shall be slit and the ballots removed from the envelopes, stacked and then counted.
- b. Voting by mail
When the voting is conducted by mail, the procedure shall be as follows:

Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote. Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1). A list of current official members shall be prepared, which includes the following: name, school and home address.
- 2). The mailing list shall exactly correspond to the current official roll of voting members.
- 3). Each voter shall be provided with:
 - a). A ballot;
 - b). Instructions on:
 - (1). Folding and placing of the ballot in the unsigned inner envelope;
 - (2). Placing of the unsigned inner envelope into the outer envelope;
 - (3). Signature and school on the outer envelope addressed to the chapter; and
 - (4). Deadline date for receipt of the voted ballot at the chapter office.
 - c). Inner envelope;
 - d). Outer return envelope, addressed to the chapter; and
 - e). Instructions on returning of the voted ballot, including the signature.
- 4). The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.

- 5). At the time of counting, the names of the outer envelope shall be checked against the official list of teachers who are off-track.
- 6). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7). All inner envelopes shall be placed in a separate receptacle.
- 8). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

N. Counting of Ballots:

1. Upon receipt of ballots, tally sheets and signature sheets, the elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot;
 - b. More ballots than signatures;
 - c. Ballot submitted after deadline;
 - d. Voter not a member;
 - e. Voter's intent unclear;
 - f. Votes cast for more than number allowed;
 - g. Vote cast on unofficial ballot;
 - h. Vote cast for ineligible candidate.
3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
4. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.

- f. Signature of each Elections Committee member present during the preparation of the report.
 5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
 6. The President shall announce the results as prescribed by the timelines.
 7. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.
Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
 8. The ballots and voter sign-up sheets shall be retained for one year after the election.
 9. The final report shall be presented to the Board of Directors and the Representative Council.
- O. Observers:
1. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name(s) of the observer to the Elections Committee before counting.
 2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.
- P. Challenge Procedure:
1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
 2. The challenging party, or parties, must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

The notification must:
 - a. Specify which requirement has been violated.
 - b. Include evidence, insofar as possible.

- c. List names and addresses of parties who can give evidence.
3. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation will be sent to the president of the unit for disposition.
4. If an individual wishes to appeal the decision of the elections Committee, or if the unit elections Committee fails to act, he/she may file an appeal within fourteen (14) calendar days from the date of the filing of the challenge by writing to the CTA President.
5. The challenge procedure for election of State Council Representatives and Alternates, and state or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

Q. Initiative Procedures:

1. The active membership shall have the authority to make decisions on any matter affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and who are responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question that is proposed to be placed on the ballot.

5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the members of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless other wise specified.

R. Referendum Procedures:

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of offices) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

S. Recall Procedures:

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
2. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question that is proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.

10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

T. Eligibility for Voting:

1. All unit members shall be eligible to vote for:
 - a. Contract Ratification
 - b. All members shall be eligible to vote for:
 - 1.) President
 - 2.) Vice-President
 - 3.) Secretary
 - 4.) Treasurer
 - 5.) CTA State Council
 - 6.) Delegates to NEA/RA
 - c. Eligible to hold office and vote in Elementary Segment Director(s) elections:
 - 1.) Members who are active elementary classroom teachers:

Classroom teachers are defined as a member who maintains a roll sheet and is responsible for the total instruction of those students, including Canyon Hills Primary.
 - d. Eligible to hold office and vote in Secondary Segment Director(s) elections:
 - 1.) Members who are active secondary classroom teachers:

Classroom teachers are defined as a member who maintains a roll sheet and is responsible for the total instruction of those students, including intermediate and upper levels at Canyon Hills.

- e. Eligible to hold office and vote in Special Segment Director elections:
 - 1.) Members who are not assigned to the regular classroom and who do not maintain a roll sheet of students for whom they are responsible for the total instruction of those students. Those categories shall be:
 - Psychologists
 - Counselors
 - Media Specialists
 - Nurses Itinerant Music
 - Itinerant Adaptive Physical Education
 - District Office Based Personnel
 - Speech
 - Home/Hospital
 - Diagnostic Team
 - Teacher Specialists/Voc. Ed.

ARTICLE VII – REPRESENTATIVE COUNCIL

A. Composition:

The Representative Council shall consist of voting members as defined herein. Non-voting members may speak to issues but shall not be entitled to make motions or vote and shall not be included in the determination of a quorum.

B. Voting Members:

Each of the following persons shall be entitled to one (1) vote in the Representative Council except that no person shall be entitled to more than one (1) vote by virtue of holding more than one office of entitlement to vote:

1. Faculty Representatives or their alternates from Local Faculty Units;
2. Representatives to the California Teachers Association, ex officio; and
3. Members of the Board of Directors ex officio.

C. Non-voting Members:

The Chairperson of the OUEA Retirees and two additional representatives, appointed by the OUEA Retirees Board, shall be entitled to be non-voting members of the Representative Council, once notification of their appointments have been received by the OUEA Board of Directors. Retiree Representatives will serve for the current school year, or until the OUEA Retirees Board notifies the Association that they are no longer representing the Retiree group, whichever occurs first.

Any Active Member shall be entitled to be a non-voting member of the Representative Council.

D. Meetings:

Regular meetings of the Council shall be scheduled at least monthly during the school year by the Representative Council's adoption of a regular meeting schedule. Special meetings shall be called with five (5) school days notice either by an action of the Board of Directors on its own initiative or by the President upon receipt of a Petition signed by at least one-third (1/3) of the Faculty Representatives.

The May regular meeting each year shall be considered as the Annual Meeting of the Association.

The Board of Directors and/or the President may convene an emergency meeting of the Representative Council during crisis situations.

E. Quorum:

A quorum shall consist of representation by at least one-third (1/3) of the voting members of the Representative Council.

F. General Authority and Major Policy:

The Council shall have the authority to handle immediately all business properly placed before it in its capacity to act for the membership as the policymaking body.

G. Agenda:

The Council shall have the authority to adopt and change its own agenda. A preliminary agenda shall be prepared by the President, and sent to the Council Representatives at least three (3) days prior to the scheduled Council Meeting.

H. Vacancy:

1. A Vacancy shall be deemed to exist if a representative cannot serve due to any of the following:

- (a) Death
- (b) Resignation
- (c) Failure to attend three (3) successive meetings, unless excused by action of the Board of Directors.

2. Notification of vacancy:

The President shall notify the appropriate members of a vacancy in the position of Building Representative and request that a replacement be selected to serve out the remainder of the term.

ARTICLE VIII – BOARD OF DIRECTORS

A. Powers, Duties and Functions:

The Board of Directors shall exercise all of the business and organizational powers and duties for the Association as prescribed by law, the Articles of Incorporation, and these Bylaws subject to any restrictions which may be imposed by the Active membership in a General Election and/or by policies adopted by the Representative Council.

B. Emergency Powers:

In emergencies the Board of Directors shall have the power to act in place of the Representative Council. Such actions shall not violate any policies already specifically adopted by the Representative Council and shall not extend to the amendment of the Governance Documents.

C. Composition:

The Board of Directors shall consist of the principal officers as elsewhere defined in these Bylaws. All members of the Board may be referred to herein simply as Directors.

D. Meeting:

The Board shall meet regularly at least monthly. Special meetings may be called with two (2) days notice by the President or upon written concurrence of a majority of the Directors. For emergency meetings during crisis situations, the President shall notify the members of the Board of meeting dates, places, and times.

E. Quorum:

Seven (7) of the directors must be present to conduct business.

F. Vacancy:

A vacancy shall be deemed to exist if an officer or Director of the Association cannot serve due to any of the following:

1. Death
2. Resignation

3. Unexcused absence from two (2) meetings of the board or two (2) meetings of the Representative Council during any one membership year. Excused absences shall be determined by the OUEA Board of Directors.

G. Filling a Vacancy:

A vacancy of elected offices shall be filled by election within sixty (60) days by and from the constituency except when succession by other elected officers is specified.

ARTICLE IX – OFFICERS

A. General:

1. The principal officers shall be President, Vice-President, Secretary, and Treasurer. Other Board of Directors members shall include Elementary Segment Directors, Secondary Segment Directors, CTA State Council Representative(s) and Special Segment Director(s).
2. No person except the CTA State Council Representative shall serve, as a principal officer in the same office in excess of two (2) full terms after which at least one (1) full term must elapse before again being eligible to serve.

B. President:

The President shall be elected in the Annual General Election and shall serve for a term of two (2) years. The term shall begin at the close of the June Representative Council meeting. The President shall preside over meetings of the Representative Council and the Board of Directors whenever not otherwise prescribed, shall function as the official spokesperson for all action of other governance bodies and shall be responsible for the progress and work of the Association. The President shall appoint all Association committee chairs with the approval of the Board of Directors. The President shall attend United Education meetings as directed by the membership.

The Association may provide for the President's salary for full release time from the regular teaching assignment. The President shall be the official representative to all Orange County Service Center meetings, and may designate additional representatives to attend.

C. Vice-President:

The Vice President shall be elected in the Annual General Election for a term of two (2) years service. The term shall begin at the close of the June Representative Council Meeting. The Vice President shall function as President in the absence or incapacity of the President. The Vice President shall succeed to the office of President until the next general election if the office of President should be declared vacant. The Vice President shall serve as ex-officio member of all committees and shall coordinate committee activities and Association calendar.

D. Secretary:

The Secretary shall be elected in the Annual General Election for a two-year term. The term shall begin at the close of the June Representative Council meeting. The Secretary shall have custody over the official minutes of all business meetings of the governance bodies where not otherwise prescribed, and shall record the attendance of all official meetings of the Association.

All records shall be maintained at the Association office.

E. Treasurer:

The Treasurer shall be elected in the Annual General Election for a two-year term. The term shall begin at the close of the June Representative Council Meeting. The Treasurer shall have custody over all funds and books of account of the Association under the supervision of the Executive Board, and shall prepare the preliminary budget for consideration by the Board of Directors. The Treasurer shall serve as chair, of the Membership Committee, and shall maintain an accurate roster of Association membership. The Treasurer shall submit information and financial reports to the Association, CTA, NEA, and other agencies as required by law. The Treasurer shall have the chapter's financial records audited in a manner to meet legal requirements.

F. Elementary Segment Directors:

Elementary Segment Directors shall be elected in the Annual General Election for staggered two-year terms so that one such Director takes office at the close of the June Representative Council meeting each year. Elementary Segment Director(s) shall be elected on a ratio of one (1) per two-hundred-fifty (250) active elementary classroom teacher members (or major fraction thereof).

G. Secondary Segment Directors:

Secondary Segment Directors shall be elected in the Annual General Election for staggered two-year terms so that one such Director takes office at the close of the June Representative Council meeting each year. There shall be one (1) Middle School Secondary Segment Director for each two-hundred-fifty (250) active middle school members (or major fraction thereof); and one (1) Senior High Secondary Segment Director per two-hundred-fifty (250) active high school members (or major fraction thereof).

H. Special Segment Director:

The Special Segment Director(s) shall be elected to serve a two-year term. The Special Segment Director shall take office at the close of the June Representative Council meeting. The Special Segment Director represents certificated persons not assigned to the classroom. There shall be one (1) Special Segment Director elected for each two-hundred- fifty (250) active members (or major fraction thereof) in the special segment category.

I. State Council Representative(s):

Representatives to the State Council of Education of the California Teachers Association shall be elected by the active membership in the Annual General Election (as per Article VI C) to serve for a three-year term. State Council Representatives(s) shall perform analogous duties to and from the State organization similar to those duties assigned to Faculty Representatives to be performed to and from the Association.

J. Officers of the Association shall be and remain United Education Profession members or a requirement for nomination to, and service in office.

ARTICLE X – MEETINGS OF THE GENERAL MEMBERSHIP

A. Methods of Calling:

1. Meetings of the Association may be called by the President, the Board of Directors, or by written petition of twenty (20%) percent of the membership.
2. Notices of the Association general meetings including date, place, time and purpose of the meeting shall be made available to all members of the Association at least two (2) days prior to the meeting except during crisis situations.
3. For emergency general meetings during crisis situations, the Board of Directors shall adopt procedures to notify the Association membership of meeting dates, places and time.
4. A quorum for general meetings of the Association shall consist of representation by at least one-third (1/3) of the membership.

B. Frequency of Meetings:

General membership meetings may be called for specific purposes.

ARTICLE XI – COMMITTEES

A. Standing Committees:

All standing committees shall report and act within their assigned field of research in accordance with the Representative Council. At the Annual meeting, the incoming President shall submit a list of nominees to fill vacancies of Chairpersons of Standing Committees with the advice and consent of the Board of Directors, subject to final ratification by majority vote of the Representative Council. The following shall be Standing Committees:

1. Negotiations
2. Elections
3. Curriculum & Instruction
4. Political Action
5. Newspaper and Community Newsletter

B. Special Committees:

Special Committees and Task Forces shall be appointed from time to time by the Board of Directors in accordance with policies of the Representative Council. Such committees shall study and report in the area of research established for them each year and then shall automatically be dissolved. Examples of such areas shall include, but not be limited to Finance, Membership, Salary, Retirement, Contract Writing, Ethics, Teacher Education and Professional Standards, Communications, and Public Relations, Curriculum & Instruction Subcommittees, Economic Services, Political Action Subcommittees, and Grievance.

C. Ex-officio Membership on Committees:

The President and the Vice President shall be ex-officio non-voting members of all committees.

ARTICLE XII – EMPLOYMENT OF STAFF

A. General Policies:

The Representative Council shall have the authority to adopt general policies for staff employment and to make general allocations in the Annual Budget for the expenses in connection therewith.

B. Employment Authority:

Within the established policies and budget limitations, the Board of Directors shall be the employment authority for all paid staff, and for setting forth in contract and/or job description form the terms and conditions of employment.

C. Non-Discrimination Clause:

Paid staff shall be entitled to the same general rights of due process as the Association seeks to ensure for its own membership. The same non-discrimination policy shall apply to paid staff as is contained elsewhere within the Bylaws for membership rights.

ARTICLE XIII – FINANCES

A. Dues, fees and Contributions:

1. Annual membership dues may be paid in cash, by payroll deduction, or by special arrangement. The amount shall be as prescribed by the Representative Council each year following the adoption of the Annual Budget.
2. Special assessment fees beyond normal annual dues may be levied in the event of an emergency by a two-thirds (2/3) vote of the Council following ten (10) school days notice to the Active membership.
3. Contributions may be accepted for the general budget by action of the Board of Directors. Donations of materials or property may also be accepted by similar action. Where conditions as to use are attached to a contribution or donation, the Representative Council shall set policies within which such contribution or donation, may be accepted.

B. Fiscal Year:

The Fiscal Year shall be defined as the period of time between September 1st and the following August 31st, inclusive.

C. Adoption of Annual Budget:

The preliminary Interim Annual Budget shall be submitted to the Representative Council by action of the Board of Directors at the regular meeting in May, and shall include the recommended dues level needed to fund the budget. A copy of the proposed interim budget shall be posted in each Local Faculty Unit at that time in May and remain posted until the June meeting, at which time the interim budget shall be voted upon. A revised budget shall be presented to the Council at its September meeting and shall remain posted until the October meeting. Final refinement and adoption shall be the responsibility of the Council at the time of its Annual October meeting. Changes in and among categories not to exceed ten percent (10%) of the total for the given category may thereafter be made during the fiscal year by action of the Board of Directors; changes in excess of this percentage shall be made only with the approval of the Council.

D. Expenditures of and Accounting for Funds:

The Board of Directors shall be responsible to the Representative Council for setting up adequate procedures for control of the expenditure of funds. The Board shall arrange for an annual audit of expenditures and budget by an independent agency with a written report by such agency also furnished to the Council.

E. Restriction Upon Indebtedness:

The Board of Directors shall not incur indebtedness where the payments for same exceed the amount provided in the budget for that purpose without prior approval of the Representative Council.

F. There shall be an annual audit of the Association Financial records by a CPA.

ARTICLE XIV –RECORDS AND PUBLICATIONS, NOTICES AND
CORRESPONDENCE

A. Availability of Records:

The Board of Directors shall insure that the membership has adequate access to the non-privileged business records of the Association. The Standing Rules shall contain provisions for segregating the records into classes of privileged categories. There shall be a generally available record book, including the updated copies of the Governance Documents and minutes of recent meetings of the governance bodies, as well as other pertinent records and financial reports. Facsimile copies of the documents contained in the record book shall be available to any member at the cost of reproduction.

B. Publications:

Provisions for publications, official policy statements, and other similar items shall be contained within the Standing Rules.

C. Notice to the Membership:

The giving of Notice to the membership as used or required in these Bylaws, shall be defined as making available to such membership information to which they are entitled concerning the conduct of Association affairs in such manner as to permit participation of the membership in the organizational decision making process. The minimum requirements for the giving of Notice, wherever such is required by the

Governance Documents shall be posted in a conspicuous place in each of the following locations of the item or document necessary for such notice:

1. The organizational headquarters.
2. A bulletin board maintained within each Local Faculty Unit.

D. Receipt of Petitions and Correspondence:

Petitions, correspondence and other communications addressed to the Association or to its Board of Directors or Representative Council shall be considered properly received when delivered either to the President and/or the Executive Director. In the event of the unavailability or incapacity of the President, the Vice President may act to receive such items.

STANDING RULES

STANDING RULE 1 – IDENTIFICATION AND GOALS

- A. The Board of Directors shall develop and recommend to the Representative Council, for its consideration and adoption, specific goals for the current school year. These goals shall be adopted no later than the October meeting.

STANDING RULE 2 – MEMBERSHIP

- A. Any employee eligible for membership in the Association may execute a payroll deduction authorization form for payment of dues in connection with an application for membership. This authorization shall remain in effect until revoked by the member or termination of employment in the Orange Unified School District. Non-payroll members may have a dues payment schedule established and collected through the Association office.
- B. Cash collection of dues will be accepted for full payment of unified dues.
- C. A prorated membership signup shall be offered to new employees of the Orange Unified School District on a one-time basis only.

STANDING RULE 3 – MEMBERSHIP DUES

A. Annual. Local membership dues for Active members shall be at the base level of the previous year unless an increase is approved by vote of the Representative Council.

1. Probationary/Permanent Contract Members:

- (a) Category 1: 60-100% contract
- (b) Category 2: 33-60% contract
- (c) Category 3: less than 33% contract

2. Temporary Contract Members:

- (a) Temporary contracts for one (1) semester or more will be the same as for Probationary/Permanent Contract members.
- (b) 33 – 60 % temporary contracts for less than one (1) semester will be the same as Category 2 Probationary/Permanent Contracts.
- (c) Less than 33% temporary contracts for less than one(1) semester will be the same as Category 3 Probationary/Permanent Contracts.

3. Hourly employee Members:

- (a) Category 2: Twenty (20) hours or more weekly.
.5 CTA, NEA, AND OUEA.
- (b) Category 3: Ten-nineteen (10-19) hours weekly.
.25 CTA, NEA, AND OUEA.
- (c) Category 4: Nine (9) hours or less weekly.
.25 CTA, NEA, AND OUEA.

STANDING RULE 4 – OFFICERS

The following duties shall be in addition to those specified in the Bylaws.

A. Duties and Job Description of the President:

1. Represent the Association on matters of policy or assign, at his/her discretion, responsibility for such representation.
2. Represent the Association at Board of Education meetings.
3. Speak before lay and professional groups.
4. Meet regularly with faculties so as to receive direction from teachers concerning their needs and their conception of Association problems, and to assist the Building Representatives in interpreting the Association's policies, as adopted by the Representative Council, to members of the organization, or assign, at his/her discretion" responsibility for such representation.
5. Promote the goals and objectives of the Association.
6. Devise methods of communication with membership to increase interest and participation.
7. Review Association policies and recommend changes and/or priorities.
8. Assist and advise Association delegations in preparation for attendance at professional conferences and conventions.
9. Sign contracts and other instruments connected with the business affairs and professional activities of the Association.
10. Serve general membership needs.
11. Perform such other duties as may be directed by the Board of Directors and/or the Representative Council.
12. Appoint the Negotiations Team.
13. Recommend removal for just cause of any Negotiations Team member to the Board of Directors.
14. Appoint members of all standing and Special Committees of the Association and appoint the Committee Chairpersons.

B. Duties of Vice President:

1. Serve as a coordinator of committees.
2. Perform such other duties as may be directed by the Board of Directors and/or the Representative Council.
3. Coordinate, with the assistance of the Board of Directors, an in-service program for Building Representatives.

C. Duties of the Secretary:

1. Maintain a record of all elected representatives and their respective terms of office and to notify the Rules and Election Committee of pending vacancies.
2. Maintain a record of attendance of representatives to Representative Council meetings.
3. Notify the Board members of assigned responsibilities following Board meetings.

D. Duties of the Treasurer:

1. Supervise and maintain a detailed record of all receipts and expenditures of the Association and to present this information in monthly and annual financial reports to the Representative Council and the Board of Directors.
2. Issue all checks drawn on the funds of the Association as authorized by the Board of Directors.
3. Maintain an up-to-date membership count for monthly reports to the Representative Council.

E. Duties of the Segment Directors:

1. Assist the Building Representatives in performance of their duties.
2. Call and conduct meetings of teachers within their segment to discuss and make recommendations on areas of concern.

STANDING RULE 5 – BOARD OF DIRECTORS

- A. The Board of Directors shall designate four (4) names as authorized persons to sign checks drawn upon the accounts of the Association. Two (2) of the four authorized signatures shall be required on all checks; one must be an Association official.
- B. The Board of Directors shall review and make recommendations to the Representative Council on proposals for Association action which are made by individuals and/or organizations who are not members of the Association.
- C. The Board of Directors shall direct the Association Bargaining Team.
- D. The Board of Directors shall monitor the maintenance of the contract.
- E. The Board of Directors shall establish the procedure for ratification of the negotiated contract.
- F. The Board of Directors may call a meeting of the General Membership whenever the Board deems it appropriate.

STANDING RULE 6 – REPRESENTATION TO AFFILIATED ORGANIZATIONS

A. NEA Delegates:

NEA Delegates shall serve for staggered 2-year terms. The number of delegates elected each year shall be determined by the number of delegates NEA allocates to the Association. Each year a list of successor delegates shall be established. This list shall be equal in number to the Association delegation to the NEA convention. The successor list shall be composed of those candidates for NEA delegate who were not elected and shall be listed in descending order of the number of votes each received.

B. Orange County Service Center Council:

CTA State Council Representatives, along with the Association President, shall automatically be delegates to the Orange County Service Center Council meetings. The additional representation as provided by the Service Center Council Rules of Operation shall be provided by and from members of the Board of Directors on a rotating basis upon designation of the President.

C. Other Organizations:

At the direction of the Representative Council, the Association shall participate in membership in other organizations.

1. Selection of Representatives:

The President shall appoint, with the advice and consent of the Board of Directors, representatives to other organizations.

2. Responsibilities of Representatives:

The primary duty of any Association Representative shall be to carry out the policies and goals of the general Association membership contained in policy statements of the Representative Council implemented by ongoing actions of the Board of Directors.

3. Emergency Alternates:

In cases where an emergency alternate is needed to attend any meetings at which the Association has an authorized voting delegation, the President shall be empowered to make an appointment for this purpose. When time permits, such appointments shall be approved by the Board of Directors.

STANDING RULE 7 – STANDING COMMITTEES

A. Negotiations Committee/Team:

1. The Negotiations Team and such alternates as the Board of Directors deems necessary shall be appointed by the President and approved by the Board of Directors.
2. The President shall appoint all members and the chairperson of the Negotiations Team with the concurrence of the Board of Directors.
3. Vacancies created by resignation or inability to serve shall be filled by the Board of Directors from the list of alternates.
4. The Board of Directors, by two-thirds (2/3) majority, may remove a member of the Negotiations Team.
5. The duties of the Negotiations Team are to represent and to bargain for the bargaining unit(s).
6. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Board of Directors subject to policies established by the membership.
7. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Association members in that unit.
8. The Negotiations Team shall report its activities to the Board of Directors in such form and with such frequency as the Board may require.
9. The Board of Directors shall provide for the dissemination of information regarding bargaining and the activities of the Negotiations Team to the general membership.
10. Agreements reached between the Negotiations Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership.

B. Grievance Committee:

1. The Grievance Committee shall consist of 1 or more active members by action of the Board of Directors upon nomination by the President.
2. Training shall be provided for the Grievance Committee members.
3. The Grievance Committee policies and procedures will be evaluated bi-annually.

C. Elections:

The Elections Committee shall consist of three (3) persons appointed for staggered three-year terms. Appointment to this Committee shall be made to fill prospective vacancies each year by action of the Board of Directors upon nomination by the incoming President. The Elections Committee shall conduct all General Elections, shall prepare the final wording and complete technical details of amendments to the Governance Documents, and shall assist the President in counting votes at all meetings of the Representative Council. Members of this Committee shall not hold any other elective or appointive office within the organization during the time of such service (**see Standing Rule 4**).

D. Curriculum and Instruction:

The Curriculum and Instruction Committee shall consist of Association members interested in studying educational problems of teachers and recommending official positions on areas affecting curriculum and instruction- The committee will monitor all District Curriculum and Instruction meetings and actions and study individual teacher curriculum needs. The Committee shall make periodic reports to the Board of Directors and Representative Council.

E. Political Action:

The Political Action Committee serves as the screening committee for candidates for local elections and makes recommendations to the Association for support of candidates. The Committee will disseminate information to the membership regarding legislative activity and develop campaigns and programs to help with enactment of legislation and support of candidates.

F. Newspaper and Community Newsletter:

The Newspaper and Community Newsletter Committee shall consist of Association members appointed by the President with concurrence of the Board of Directors and shall publish a newspaper and community newsletter reflective of the positions of the Association. The Community Newsletter shall maintain contact with as many community persons as possible within the budgetary constraints of the Association.

STANDING RULE 8 – REIMBURSEMENT OF EXPENSES

A. Philosophy:

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 for such items as: transportation, lodging, meals and miscellaneous items eligible for reimbursement as outlined in C, D, and E below. Any personal expenditure over these amounts shall be the responsibility of the individual member.

B. Individual Expense Accounts:

There shall be established in each Association budget an individual expense account for the Association President. This account shall be established annually in an amount to be submitted by the Board of Directors and approved by the Representative Council as part of the adoption processes for the Annual Budget.

C. Transportation Reimbursement:

1. PLANE: Actual, most economical coach fare (with back copy of airline ticket required as receipt).
2. TRAIN OR BUS: Actual fare (with receipt).
3. AUTO:
 - a. The standard business mile rate as set by the Internal Revenue Service for transportation expenses.
 - b. Mileage to and from the member's home airport at the rate set by the Internal Revenue Service for transportation expenses.
4. AIRPORT SHUTTLE: OUEA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
5. PARKING: Actual costs of airport parking and hotel parking.

D. Lodging Reimbursement:

1. Actual amount paid, to be based on single occupancy.
2. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable
3. Personal charges such as laundry, valet, personal telephone calls, and entertainment costs are not reimbursable.
4. The CTA rate for portage is reimbursable for each day.

E. Meals and Miscellaneous Expenses Reimbursement:

Actual amounts paid including tax and tip, not to exceed the CTA maximum for any one day will apply, except for days when meals are provided by CTA/NEA or other host. Receipts are required for meals costing \$35.00 or more and the CTA standard for receipts will apply. Extra meals required by auto travel are not reimbursable.

F. Receipts:

Receipts must accompany charges for transportation and lodging. The receipt for a group meal must include names of persons involved and the activity.

Each individual requesting reimbursement for expenses, such as equipment, supplies and services, incurred on behalf of the Association is responsible for filling out the appropriate form. All requests for reimbursement must include receipts. Prior to reimbursement, the form must be filled out completely indicating the purpose of the expense.

G. All claims must be filed within thirty days of the end of the month in which they were incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval of the Board of Directors. There will be no payment of monies for subsequent related Association responsibilities to members who have failed to clear previous expenses.

H. Any exceptions or variations from the above rules must be authorized by the Board of Directors.

I. The Association shall develop a system to track Accounts Payable, Dues Receivable and any other funds due the Association.

L. The Treasurer, a second Board Member, and the President's designee will review the Association's receipts on a monthly basis. Those persons reviewing will initial the documents.

STANDING RULE 9 – GRIEVANCE PROCESSING

A. General:

The Association shall insure that the School Board adheres to the terms and conditions of the collective agreement and shall insure fair and equitable treatment of all members of the bargaining unit by the District.

The Association shall act to represent the interest of any unit member involved in a personal grievance.

B. Processing Grievance (Non-Arbitrated):

Association members shall be entitled to representation through the Association Executive Director or President or their designees for any grievance which member wishes to process. The Association Executive Director or President may recommend that the member either drop the grievance and/or proceed to any step referred to in this section; however, the ultimate decision shall be made by the member having the grievance.

C. Processing Grievances (Arbitration):

Association members shall be entitled to representation including legal fees and cost of arbitration, provided that submission of grievance to arbitration be referred to and approved by the Board of Directors. Members seeking to pursue grievances to arbitration shall have the right to appeal decisions of the Executive Director and/or the Board of Directors to the Representative Council. The Representative Council shall have final decision-making authority relative to the arbitration of grievances.

STANDING RULE 10 – PERSONNEL POLICIES - STAFF

A. Executive Director:

1. Terms of Employment:

The contract terms and conditions for employment of the Association Executive Director and any supplementary professional staff shall fall within any general policies established by CTA/NEA.

2. Job Description:

Written job descriptions will conform to CTA Professional Staff Rules and Regulations for members of professional staff employed by or contracted for by the Association.

B. Secretarial and Clerical Staff:

Subject to the approval of the Board of Directors, Association President shall recommend the employment of the secretarial and clerical staff for the Association.

1. General:

The Association employment policies for secretarial and clerical staff shall approximate those similar policies in effect for analogous classified personnel of CTA/NEA.

2. Supervisory Relationships:

The Association President shall be considered to be the immediate supervisor of Association secretarial and clerical employees.

3. Employment, Release, Promotion, Demotion and Placement:

The Board of Directors, working within budget limitations and any other policies adopted by the Representative Council shall be ultimately responsible for the employment, release, promotion, demotion and placement of Association secretarial and clerical employees. Such personnel actions shall be based on reports and recommendations made by the Executive Director.

STANDING RULE 11 – PROVISIONS FOR PUBLICATIONS

- A. The Official Association Newspaper: FOCUS
1. The newspaper, complete with advertising, shall be published on as much of a self-sustaining financial basis if possible.
 2. Editorial policy for the newspaper shall be established by the Board of Directors.
 3. Additional financing for publishing FOCUS shall be handled through the Association budget.
- B. Publications of the Association may include, but not be limited to the following:
1. ACTION ALERT: A bulletin to be published on an as needed basis to make association members aware of urgently needed action.
 2. FROM THE TABLE: A bulleting to report status of negotiations.
 3. CHALK TALK: A bulletin reserved for opinion editorials written by the President or Executive Director.
 4. UPDATE: A bulletin published to inform members of recent news affecting teachers or informing of up-to-date happenings in education or Association activities.
 5. QUEA LOOKS AT SPECIAL EDUCATION: A bulleting to inform Special Education of policy changes or other happenings affecting the Special education teacher.
 6. A Community Newsletter:
An issues oriented newsletter to the community published at least twice a year.
 7. A Web site that reflects the goals of the Association and provides updates to members and the general public.

STANDING RULE 12 – PRODUCT ENDORSEMENT

Endorsement of any product or service for use by OUEA members shall be approved by action of the Executive Board with concurrence of the Representative Council. Prior to any OUEA Board action taken to recommend to the Council for endorsement of any medical or dental services by OUEA for its members, the proposal shall be submitted to CTA Special Services for their review and recommendation. Additionally, any such proposal shall be reviewed by legal counsel of OUEA to determine Association liability and/or legal ramifications for the Association and its members.

STANDING RULE 13 – GIFTS OR DEDICATIONS

Gifts or dedications made to members of the Association for deaths, illness, hospital confinement, etc. shall be made by the Treasurer of the Association or his/her designees with review by the Board of Directors at its regularly scheduled meeting.

STANDING RULE 14 – ENDORSEMENT PROCEDURES/SCHOOL BOARD ELECTIONS

- A. The Association shall have two classifications of incumbent endorsement: Early friendly endorsement and regular endorsement. The regular endorsement shall also apply to non-incumbents.
 - 1. The Association when making an endorsement of an incumbent member of the Board of Education shall consider the incumbent's performance over the previous four years of service based on the following criteria:
 - (a) Listens to needs of Association members and responds to those needs.
 - (b) Shares concerns with the Association members about meeting the educational needs of the Districts.
 - (c) Demonstrates support for improvement in the instructional program.
 - (d) Attempts to give leadership on the Board to resolve problems fairly and productively.

- B. The Board of Directors of the Association may recommend an early friendly incumbent endorsement to the Representative Council. An interview shall not be required for a friendly incumbent endorsement.
 - 1. Endorsement Procedures:
 - (a) The President shall appoint an Association interview committee made up of the Association PAC Chair, four officers/board members, and three members of the Association PAC Committee.
 - (b) This committee shall conduct any and all candidate interviews. The committee shall mail a questionnaire to all declared candidates for Board of Education.
 - (c) All declared candidates must be given an opportunity to interview with the interview committee. However, no candidate may interview if they have not completed the written candidate questionnaire.
 - (d) The PAC of the Association shall develop a candidate questionnaire which shall be approved by the Board of Directors prior to its use.

- (e) The Chair of the PAC Committee shall send a copy of the questionnaire and a letter explaining the interview procedures to all declared candidates.
- (f) The interview committee shall establish a numerical rating consistent for all candidates.
- (g) After interviewing all candidates who qualify, the interview committee shall make a recommendation of endorse, or not endorse for each Board position. This recommendation together with written rationale shall be presented to the Board of Directors who shall then recommend to the Representative Council who shall make the endorsement decision.