

RIVERSIDE CITY TEACHERS ASSOCIATION/CTA/NEA

BYLAWS

NAME AND LOCATION

The name of this Association shall be known as the Riverside City Teachers Association/CTA/NEA (hereinafter referred to as "RCTA") in Riverside County.

PURPOSES

The primary purposes of this Association shall be:

1. To represent its members in their relations with their employer and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To provide a means of representation for its ethnic-minority members;
5. To promote professional attitudes and ethical conduct among members;
6. To encourage cooperation and communication between the profession and the community; and
7. To foster good fellowship among members.

AFFILIATION WITH THE UNITED EDUCATION PROFESSION (UEP)

1. The Riverside City Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
2. The Riverside City Teachers Association shall be an affiliated local association of the National Education Association (NEA).

MEMBERSHIP

1. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee of Riverside Unified School District, 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 bargaining unit.
2. Membership may be granted upon initiation of payroll deduction or upon payment of annual United Education Profession (UEP) dues appropriate to the class of membership.
3. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
4. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
5. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
6. Active members shall adhere to The Code of Ethics of the Education Profession.
7. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
8. No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedure.
9. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.
10. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

DUES, FEES, AND ASSESSMENTS

1. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
2. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by taking .44 of one (1) per cent of Column A Step 1 of the regular teachers salary schedule [Appendix A1 of the certificated bargaining agreement].
3. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Association/CTA/NEA dues.

4. 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 membership. 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, procedures will follow the collective bargaining agreement.

POLICY-MAKING BODY

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
2. The Representative Council shall be composed of the following Active members:
 - a. Executive Board;
 - b. Faculty Representatives elected on the basis of one-person, one-vote;
 - c. The following additional representatives:
 - 1) CTA State Council Representatives,
 - 2) Any members of the Association who hold CTA/NEA offices, ex officio non-voting.
 - 3) Committee Chairpersons, ex-officio non-voting.
3. The Representative Council Shall:
 - a. Establish Association policies and objectives;
 - b. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - c. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 - d. Establish the dues of the Association.
4. The Representative Council shall meet at least once during each school month; the number, place and time of meetings to be decided by the Executive Board.
5. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
6. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
7. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.

8. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.

9. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

10. Members of the Representative Council shall serve a term of one (1) year. ***EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES WHOSE TERMS ARE SET BY CTA.***

FACULTY REPRESENTATIVES

1. Faculty representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot. Elections for faculty representatives shall be held before the end of the school year. Representatives shall be elected for a term of one year, commencing on July 1 of any calendar year.

2. Each faculty group shall be entitled to at least one representative and shall have one representative for each fifteen (15) Association members on the faculty, and an additional rep for each ten (10) to fifteen (15) members, but each school shall have at least one (1) representative.

3. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.

4. Faculty Representatives shall:

- a. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty group;
- b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
- c. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
- d. Perform such additional duties as prescribed by the Executive Board.

OFFICERS

1. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

2. These officers shall be and remain currently paid-up local, state and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.

3. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
4. Officers shall be elected for staggered terms of two (2) years, commencing on July 1 of any calendar year.
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office, unless the President announces a resignation with an effective date concurrent with the expiration of the Vice-President's term of office. In that event, a special election shall be called to elect a new President to fill the final year of the vacancy created by the announced resignation. When feasible, this special election shall be held concurrently with the regularly scheduled May election. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms within thirty (30) days.
6. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
 - a. Preside at all meetings of the Association, the Representative Council and Executive Board;
 - b. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
 - c. Be the official spokesperson for the Association;
 - d. Be familiar with the governance documents of the Association, CTA, and NEA;
 - e. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
 - f. Call meetings of the Association and the Executive Board;
 - g. Propose the procedures for grievance processing for ratification by the Executive Board.
 - h. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - i. Attend meetings of the Service Center Council of which the Association is a part; and
 - j. Attend other CTA/NEA meetings as directed by the Representative Council.
7. The Vice-President shall:
 - a. Serve as assistant to the President in all duties of the President;
 - b. Assume the duties of the President in the absence of the President;
 - c. Be responsible for the formation and distribution of the Association's calendar of activities; and
 - d. Serve as coordinator of committee activities at the direction of the President.

8. The Secretary shall:

- a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
- b. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
- c. Keep an accurate roster of the membership of the Association and of all committees;

9. The Treasurer shall:

- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- b. Pay out such funds upon orders of the President and co-sign, with the President and/or Vice President, checks drawn upon the treasury.
- c. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
- d. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
- e. Submit membership and financial reports to CTA, NEA, and other agencies as required by law, in coordination with RCTA office secretary.

EXECUTIVE BOARD

1. The Executive Board shall be composed of the officers and eight directors elected at large from the membership, as long as this complies with the "one person—one vote" rule.
2. All members of the Executive Board shall be and remain currently paid up local, state and national (Active) members as a condition for nomination to and service in this position.
3. The eight Directors of the Executive Board shall be:
 - A. 2 elementary directors
 - B. 2 middle school directors
 - C. 2 high school directors
 - D. 2 At-large directors
 1. one at-large position to be filled by a bargaining unit member who is not a classroom teacher.
 2. one ethnic-minority at-large position to be filled by a member of an ethnic minority as designated by statistics published by the United States Bureau of the Census.
4. All Directors of the Executive Board shall be elected with open nominations and by secret ballot.
5. All Directors of the Executive Board shall be elected for staggered terms of two (2) years, commencing on July 1 of any calendar year.

6. Vacancies in the Director positions of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. In the event of a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days.

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

8. The duties of the Executive Board shall be to:

- a. Coordinate the activities of the Association;
- b. Act for the Representative Council when school is not in session;
- c. Direct the bargaining activities of the Association;
- d. Approve appointment and removal of bargaining team members;
- e. Recommend a budget for the Association to the Representative Council;
- f. Approve all committee appointments, including chairpersons;
- g. Adopt the Standing Rules for the Association;
- h. Adopt grievance procedure and
- i. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Representative Council.

Comment [S1]: This wording is required in CTA Requirements for Chapter Governance Documents, but Exec Bd members requested it be stricken

9. The duties of the Executive Board Directors shall be to:

- a. Assist the President and the Board in accomplishing the objectives of the Riverside City Teachers Association, Incorporated;
- b. Represent the specific interests of the chapter;
- c. Assume leadership roles in the chapter unit as directed by the president;
- d. Serve as a member of the Executive Board;
- e. Serve as a chairperson of a committee or subcommittee; and
- f. Return all materials to RCTA at the end of a term to be distributed to the newly elected officer.

10. A quorum for all meetings of the Executive Board shall consist of a majority of the members of the Executive Board.

BARGAINING TEAM

1. The Bargaining Team, Bargaining Chairperson, and such alternates as the Executive Board deems necessary shall be appointed by the President with the concurrence of the Executive Board.
2. The Executive Board shall adopt Standing Rules setting forth its selection procedures for Bargaining Team members, including terms of office and criteria for appointment.
3. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
4. The Executive Board, by a two thirds (2/3) majority, may remove a member of the Bargaining Team and appoint a replacement from the list of alternates.
5. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
6. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
7. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to policies established by the Active membership.
8. 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 Active members in that unit.
9. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
10. Agreements reached between the Bargaining 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 Active membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that Active membership.

GRIEVANCE PROCESSING

1. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
2. These procedures shall include, but not be limited to, the following:
 - a. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - b. Training for handling grievances; and
 - c. Evaluation of the Association's grievance policies and procedures.

NOMINATIONS AND ELECTIONS

_____The chapter president must provide Active members an opportunity to vote in all elections. The Executive Board shall adopt Standing Rules setting forth the procedures for conducting elections.

1. The President shall appoint an elections committee and chairperson, subject to the approval of the Executive Board, to conduct all elections of the Association.
3. Election of Executive Board members shall be conducted by the end of May by secret ballot of the Active membership.
4. Faculty Representatives shall be elected by open nominations and secret ballot by and from the active members who are assigned to that faculty group.
2. Elections shall be conducted with:
 - a. An open nomination procedure;
 - b. A secret ballot;
 - c. An all Active member vote;
 - d. A record of voters receiving or casting ballots;
 - e. A majority vote, unless otherwise specified.
5. State Council Representative elections shall be conducted in accordance with CTA guidelines after RCTA has been notified to do so by the CTA Elections Committee.
6. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
7. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.
8. The duties of the Elections Committee shall be to:
 - a. Ensure that all RCTA/CTA/NEA election codes and timelines are followed;
 - b. Establish election timelines;
 - c. Develop and carry out timelines and procedures;
 - d. Prepare ballots for election of officers and such other elections as may be necessary;
 - e. Count the ballots and certify the results;
 - f. Handle initial challenges.

COMMITTEES

Comment [S2]: redundant, already spelled out in Standing Rules

Comment [S3]: redundant, addressed above

1. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
2. Each committee shall submit periodic reports to the Executive Board and Representative Council.

POLITICAL ACTION GROUP FOR EDUCATION **(PAGE)**

1. The Political Action Group for Education shall:
 - a. consist of at least five (5) members .
 - 1) Each member shall be nominated by the President, approved by the board of Directors, and ratified by the Rep Council for a three (3) year term of membership, commencing the next October 1.
 - 2) The Chairperson of the PAGE shall be appointed for a term of one (1) year by the President, subject to approval of the board of Directors and ratification by the Rep Council.
 - 3) The Treasurer of RCTA shall serve as Treasurer of the committee.
 - 4) No other officer or member of the committee, except the Treasurer of RCTA, including the chairperson, shall be or be deemed to be, an officer of RCTA by virtue of holding office or being a member of PAGE.
 - b. publish and distribute and otherwise provide for the dissemination of information concerning the committee position or viewpoint on educational issues and candidates and other matters of interest to the Riverside City Teachers Association; it shall have the authority to make expenditures of funds in support or opposition to public issues affecting teachers and the educational system and to candidates, which have been endorsed by RCTA.
 - 1) Each member may make a voluntary individual contribution in the amount of six percent (6%) of his/her local membership dues to be held and administered by the PAGE Committee.
 - 2) For the convenience of the members and the administration of the fund, six percent (6%) of all local membership dues shall be allocated into two (2) funds [PAC-ISSUES and PAC-CANDIDATES] to be held and administered by the PAGE Committee.
 - 3) Any member who elects, on or before October 15 of any year, that no part of his/her membership dues shall be allocated to such fund shall notify the Association in writing of his/her election and no part of such member's dues shall be allocated to the PAGE Committee.

4)Unless otherwise specified for another Association purpose by the member, any member who elects not to have dues paid to the PAGE Committee fund shall have his/her dues allocated in full to the Association's general fund for the general purpose budget.

c. make expenditures in the performance of the duties of the Treasurer, hold the funds in the Committee's name in a bank or bank account, savings and loan account, short-term time certificate or savings account, provided that such funds shall be held entirely separate and apart from the funds of the RCTA;

d. report three (3) times a year, once every three (3) months during the school year, to the Board of Directors and the Rep Council, showing in each report the receipt and expenditures of funds, the place and amount of deposits, and any outstanding liabilities of the committee in excess of \$100.00.

1) Any such report of the PAGE Committee shall also be made available to any member of RCTA who contributes to said funds, upon his/her request;

e. file reports with any governmental agency in connection with the performance of any of its duties in the name of the committee or the committee members; and

f. have its funds held and administered independently and separate and apart from the control of RCTA, provided however, that the committee shall comply at all times with the Bylaws of the Association.

g. RCTA may cease to transfer funds to PAGE-Issues or PAGE-Candidates if any initiative that restricts use of PAC funds is enacted into law. The decision to cease transfer of funds shall be made by the majority of the PAGE Committee.

RCTA SCHOLARSHIP FUND

1. The RCTA Scholarship Fund Committee shall:

a. consist of at least four (4) members.

1) Each member shall be nominated by the President, approved by the Board of Directors, and ratified by the Rep Council for a one (1) year term of membership, commencing October 1, following approval by the Rep Council.

2) The Chairperson of the RCTA Scholarship Fund Committee shall be appointed for a term of one (1) year by the President, subject to approval of the Board of Directors and ratification by the Rep Council.

3)No officer or member of the committee, including the chairperson, shall be or be deemed to be, an officer of RCTA by virtue of holding office or being a member of the RCTA Scholarship Fund Committee.

4) The Treasurer of RCTA shall serve as Treasurer of the committee.

- b. distribute scholarship applications/information to schools for distribution to high school seniors attending school in the Riverside Unified School District; review applications and choose scholarship recipient(s).
- 1) Each member may make voluntary individual contributions to the RCTA Scholarship Fund.
 - 2) For the convenience of the members and the administration of the fund, two percent (2%) of all local membership dues shall be allocated into the RCTA Scholarship fund to be held and administered by the RCTA Scholarship Fund Committee.
 - 3) Any member who elects, on or before October 15 of any year, that no part of his/her membership dues shall be allocated to such fund shall notify the Association in writing of his/her election and no part of such member's dues shall be allocated to the RCTA Scholarship Fund.
 - 4) Unless otherwise specified for another Association purpose by the member, any member who elects not to have dues paid to the RCTA Scholarship Fund shall have his/her dues allocated in full to the Association's general fund for the general purpose budget.
- c. make expenditures in the performance of the duties of the Treasurer, hold the funds in the Committee's name in a bank or bank account, savings and loan account, short-term time certificate or savings account, provided that such funds shall be held entirely separate and apart from the funds of the RCTA;
- d. report in June of each year to the Board of Directors and the Rep Council, showing in each report the receipt and expenditures of funds, the place and amount of deposits, and any outstanding liabilities.
- 1) Any such report of the RCTA Scholarship Fund Committee shall also be made available to any member of RCTA who contributes to said funds, upon his/her request;
- e. file reports with any governmental agency in connection with the performance of any of its duties in the name of the committee or the committee members; and
- f. have its funds held and administered independently and separate and apart from the control of RCTA, provided however, that the committee shall comply at all times with the Bylaws of the Association.

BARBARA E. KERR FOUNDATION

- ____ 1. The Barbara E Kerr Foundation Committee shall:
- a. consist of at least four (4) members.
 - 1) Each member shall be nominated by the President, approved by the Board of Directors, and ratified by the Rep Council for a one (1) year term of membership, commencing October 1.

- 2) The Chairperson of the Barbara E. Kerr Foundation Committee shall be appointed for a term of one (1) year by the President, subject to approval of the Board of Directors and ratification by the Rep Council.
 - 3) No officer or member of the committee, including the chairperson, shall be or be deemed to be, an officer of RCTA by virtue of holding office or being a member of the Barbara E. Kerr Foundation Committee.
 - 4) The Treasurer of RCTA shall serve as Treasurer of the committee.
- b. distribute applications/information to schools for distribution to all Active members; review applications and choose recipient(s).
- 1) Each member may make voluntary individual contributions to the Barbara E. Kerr Foundation.
 - 2) For the convenience of the members and the administration of the fund, two percent (2%) of all local membership dues shall be allocated into the Barbara E. Kerr Foundation fund to be held and administered by the Barbara E. Kerr Foundation Committee.
 - 3) Any member who elects, on or before October 15 of any year, that no part of his/her membership dues shall be allocated to such fund shall notify the Association in writing of his/her election and no part of such member's dues shall be allocated to the Barbara E. Kerr Foundation Fund.
 - 4) Unless otherwise specified for another Association purpose by the member, any member who elects not to have dues paid to the Barbara E. Kerr Foundation Fund shall have his/her dues allocated in full to the Association's general fund for the general purpose budget.
- c. make expenditures in the performance of the duties of the Treasurer, hold the funds in the Committee's name in a bank or bank account, savings and loan account, short-term time certificate or savings account, provided that such funds shall be held entirely separate and apart from the funds of the RCTA;
- d. report in June of each year to the Board of Directors and the Rep Council, showing in each report the receipt and expenditures of funds, the place and amount of deposits, and any outstanding liabilities.
- 1) Any such report of the Barbara E. Kerr Foundation Fund Committee shall also be made available to any member of RCTA who contributes to said funds, upon his/her request;
- e. file reports with any governmental agency in connection with the performance of any of its duties in the name of the committee or the committee members; and
- f. have its funds held and administered independently and separate and apart from the control of RCTA, provided however, that the committee shall comply at all times with the Bylaws of the Association.

PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order, newly-revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

AMENDMENTS

1. These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council provided notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and made available to all members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

2.

Approved by RCTA Executive Board 1990

Amended: 1/5/99

Amended: 3/2/04

Approved by RCTA Rep Council 1990

Amended: 2/23/99

Amended: 4/20/04

Approved by RCTA Rep Council 2007

Amended: 4/17/07

Amended: 5/13/08