CALIFORNIA TEACHERS ASSOCIATION

1705 Murchison Drive, Burlingame, CA 94010
P.O. Box 921, Burlingame, CA 94011-0921
phone 650.697.1400 // fax 650.552.5007

To: *Dena Dragoo, President*
SAN GABRIEL TCHRS ASSN

From: *Magret Nunes, Chair M.N.*
Greg Bonaccorsi, Board Liaison G.B.
CTA Governance Documents Review Committee

Date: *September 9, 2021*

Charter # *0426*

Congratulations on a job well done!

The Governance Documents Review Committee has completed its review of your chapter's bylaws. The Committee commends **SAN GABRIEL TCHRS ASSN** (Los Angeles county) on meeting all chartering requirements! The approved bylaws are attached for your records.

We ask that you let us know as soon as possible, via email, when the appropriate governance body within your chapter has adopted these approved bylaws. You can email your notification to: bylawsreview@cta.org.

In the future, should your bylaws be amended, please send a copy of the revised bylaws to the Governance Documents Review Committee at bylawsreview@cta.org for review. This will ensure that CTA will have the latest edition of your chapter's bylaws on file.

c: Margie Granado, Board Member
Chris Bushée, Board Member
Denise Jennex, Regional Exec.Director
Angel Maldonado, Regional UniServ Staff

IN COMPLIANCE

CTA Gov Docs Review Committee
Reviewed by: Chris Bushee
Date: Sept 8, 2021
Charter #0426

BYLAWS

San Gabriel Teachers Association/CTA/NEA

I. NAME AND LOCATION

The official name of this Association shall be the San Gabriel Teachers Association/CTA/NEA in Los Angeles County.

II. PURPOSES

The primary purposes of this Association shall be:

A. 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;

B. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;

C. To provide an opportunity for continuous study and action on problems of the profession;

D. To promote cooperation and communication between education support professionals and certificated educators;

E. To provide a means of representation for its ethnic-minority members;

F. To promote professional attitudes and ethical conduct among members;

G. To encourage cooperation and communication between the profession and the community; and H. To foster good fellowship among members.

III. AFFILIATION WITH CTA/NEA

A. The San Gabriel Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).

B. The San Gabriel Teachers Association shall be an affiliate local association of the National Education Association (NEA).

IV. MEMBERSHIP

A. The primary category of membership shall be Active members.

B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of the San Gabriel Unified School district(s), and whose primary assignment is such as not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.

C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.

D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.

E. Members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.

F. Active members shall adhere to The Code of Ethics of the Education Profession.

G. 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.

H. No member of the Association may be disciplined by the chapter without due process. Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. The member has the right to appeal the decision of the hearing panel

to the governing body.

I. 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.

V. DUES AND ASSESSMENTS

A. The basic annual dues level for Active members shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.

B. The Association's portion of the basic annual dues shall be established by action of the Representative Council of the Association at the last regular meeting of the school year.

C. Membership 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, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

A. The policy-making body of the Association shall be a Representative Council. The Representative Council, composed of Active members of the Association, derives its powers from and shall be responsible to the Active membership.

B. The Representative Council shall be composed of the following Active members:

1. Voting members of the Executive Board;

2. Representatives elected on the basis of one-person one-vote;

3. Active members of a chapter shall have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly-elected Representatives or Seated Alternates.

4. State Council Representatives;

(a) Single Chapter Representative(s) – voting members

(b) Multiple Chapter Representative(s) – ex-officio, non-voting member unless otherwise elected to the Representative Council

C. The Representative Council shall:

1. Establish Association policies and objectives;

2. Adopt the annual budget of the Association on or before the first meeting of the school year;

3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and

4. Establish the dues of the Association.

D. The Representative Council shall schedule meetings monthly during the school year. The number, place and time of meetings to be decided by the Executive Board.

E. 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.

F. 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.

G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.

H. 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.

I. Representative Council meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll

call attendance and subsequent votes shall be conducted by the Secretary.

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

VII. REPRESENTATIVES

A. 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.

B. Representatives shall serve a term of 1 year(s).

C. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each 10 Active members on the staff, or major fraction thereof.

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

E. Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.

F. Representatives shall:

1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;

2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;

3. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and

4. Perform such additional duties as prescribed by the Executive Board.

G. A Representative shall not conduct an election in which he/she is a candidate.

VIII. OFFICERS

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

B. 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.

C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.

D. Officers shall be elected for a term of 2 year(s), commencing on July 1st of any calendar year.

E. 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. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.

F. The President shall be the chief executive officer of the Association and its policy leader.The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;

2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;

3. Be the official spokesperson for the Association;

4. Be familiar with the governance documents of the Association, CTA, and NEA;

5. Appoint all chairpersons and members of committees with the approval of the Executive Board at the beginning of each school year;

6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board at the beginning of each school year;

7. Call meetings of the Association, Representative Council and the Executive Board;

8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;

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

10. Attend meetings of the Service Center Council of which the Association is a part; and

11. Attend other CTA/NEA meetings as directed by the Representative Council.

12. Order the payment of funds as necessary.

G. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;

2. Assume the duties of the President in the absence of the President;

3. Be responsible for the formation and distribution of the Association's calendar of activities; and

4. Serve as coordinator of committee activities at the direction of the President.

H. The Secretary shall:

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

2. 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;

3. Keep an accurate roster of the membership of the Association and of all committees; and 4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

I. The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;

2. Pay out such funds upon orders of the President;

3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;

4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and

5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

IX. EXECUTIVE BOARD

A. The Executive Board shall be composed of the elected officers and may include members elected at-large from the Active membership as long as this complies with the "one-person, one-vote" rule.

1. The at-large members of the Executive Board shall be elected with open nominations and by secret ballot.

2. The at-large members of the Executive Board shall be elected for a term of 2 year(s), commencing on July 1st of any calendar year.

3. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.

B. 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.

C. 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.

D. The duties and the responsibilities of the Executive Board are:

1. Coordinate the activities of the Association;

2. Act for the Representative Council when school is not in session;

3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;

4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;

5. Recommend a budget for the Association to the Representative Council;

6. Approve by majority vote all appointment and removal of committee members, including chairpersons;

7. Adopt the local Standing Rules for the Association;

8. Adopt grievance procedure;

9. Direct the grievance activities of the Association; and

10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.

E. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.

F. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

X. MEETINGS OF THE GENERAL MEMBERSHIP:

A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the Active membership.

B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days before the meeting except during crisis situations.

C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.

D. General Membership meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll

call attendance and subsequent votes shall be conducted by the Secretary.

E. A quorum for meetings of the Association shall be 40 percent of the Active membership.

XI. BARGAINING TEAM

A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.

B. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.

C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

D. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team.

E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Representative Council.

F. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands. The Representative Council shall approve the contract articles to be bargained.

G. The Bargaining Team shall report its activities to the Executive Board as the Board requires.

H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

I. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

XII. GRIEVANCE PROCESSING

A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.

B. These procedures shall include, but not be limited to, the following:

1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances; 2. Training for handling grievances; and

3. Evaluation of the Association's grievance policies and procedures.

XIII. NOMINATIONS AND ELECTIONS

The Chapter shall follow and members are entitled to the rights contained in the CTA Requirements for Chapter Election Procedures published annually with the CTA Elections Manual.

The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.

A. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year. The duties of the Elections Committee shall be to:

1. Ensure that all Association/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; and

6. Handle initial challenges.

B. Elections shall be conducted with:

1. Open nomination procedure;

2. Secret ballot;

3. All Active member vote;

4. Record of voters receiving or casting ballots; and

5. Majority vote, unless otherwise specified.

C. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.

D. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules. E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

XIV. COMMITTEES

A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.

B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

C. The Executive Board shall direct the activities of all committees, subject to the policies established by the Representative Council.

XV. PARLIAMENTARY AUTHORITY

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.

XVI. AMENDMENTS

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. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary (Secretary-Treasurer) and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.