

BYLAWS
OF THE
WESTSIDE UNION TEACHERS' ASSOCIATION CTA/NEA

I NAME

The name of this Association shall be the Westside Union Teachers' Association CTA/NEA in Los Angeles County, State of California.

II PURPOSE

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 unit of School employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, and other terms and conditions of employment;
2. To form a representative body capable of developing group opinions on professional matters to speak with authority for teachers;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To promote professional attitudes and ethical conduct among members;
5. To encourage cooperation and communication between the profession and the community; and
6. To foster good fellowship among members.

III AFFILIATION WITH THE UNITED TEACHING PROFESSION (UTP)

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

IV MEMBERSHIP

1. The active membership class 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.
2. Membership may be granted upon payment of annual United Teaching Profession (UTP) dues appropriate to the class of membership.
3. The right to vote and to hold elective office or appointive position shall be limited to active membership.
4. All members shall be eligible to receive special services, to obtain assistance in the pursuit of matters of professional and civil rights and to receive reports and publications of the Association.
5. Active members shall adhere to The Code of Ethics of the Educational Profession.

6. The rights to and privileges of membership shall not be abridged in any way because of race or ethnic group, creed, color or national origin, or sexual orientation.
7. 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.

V DUES

1. 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.
2. 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.
3. 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 the class or category. If by December 31st of any calendar year a cash paying member has not either 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 deleted from the membership list.
4. The annual dues will be pro-rated for members employed after the beginning of the normal school year.

VI POLICY-MAKING BODY

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of a Association, derives its powers from and shall be responsible to the membership.
2. The Representative Council shall be composed of the following Active members:
 - a. Elected Officers
 - b. Faculty Representatives elected on the basis of one-person one-vote;
 - c. The following additional representatives (At the Association's discretion, which might include):
 - i. elected (Committee Chairpersons)
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 membership. 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.

6. 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..
7. For emergency meetings of the Representative Council during crises situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places and times.
8. A quorum for all meetings of the Representative Council shall consist of at least 25% of the voting members of the Representative Council.
9. 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.)

VII OFFICERS

1. The officers of the Association shall be a President, First Vice-President, Second Vice President, Secretary, Treasurer, Minority at large, and **Elections Chair**.
2. These officers shall be and remain currently paid-up members of the UTP as a condition for nomination to and service in their respective position during their terms of office.
3. At no time shall an officer hold any administrative position in the district.
4. These officers shall be elected with open nominations and by secret ballot.
5. Officers shall be elected for a term of 2 years, commencing on July 1st of any calendar year.
6. 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 1st Vice-President shall assume the office. In the event a vacancy occurs in the other offices, the Representative Council shall elect successors to fill the unexpired terms at the next regularly scheduled meeting.
7. The duties of the executive board shall be as follows:
 - A. 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 and the Executive Board;
 2. Prepare the agenda for the meetings of the Representative Council and the Executive Board;
 3. Be the official spokesman for the Association;
 4. Familiarize himself with the governance documents of the Association, the CTA and NEA;
 5. Appoint all Chairpersons and members of committees that are not elected, with the approval of the Executive Board.
 6. Call meetings of the Representative Council and Executive Board;
 7. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association.
 8. Attend meetings of the Service Center Council of which the Association is a part; and
 9. Attend other CTA/NEA meetings as (s)he may be directed

- B. The First 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. Serve as coordinator of the following committees: Political Activities, Grievance, Negotiations

- C. The Second Vice-President shall
 - 1. Service as assistant to the President in all of the duties of the President.
 - 2. Assume the duties of the President in the absence of the President and the First Vice-President.
 - 3. Serve as coordinator of the following committees: Membership and Social, Building Representatives; Contract Distribution and the Election Committees.
 - 4. Be responsible for the formation of the Association's calendar of activities.

- D. The Secretary shall:
 - 1. Keep a careful and accurate record of the proceedings of each meeting, regularly or special, of the Representative Council and Executive Board.
 - 2. Be responsible for distribution of all notices, agendas and minutes of meetings to members of the Executive Board and to the membership when appropriate;
 - 3. Keep an accurate roster of membership of the Association Representative Council and of all committees;
 - 4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President
 - 5. Serve as coordinator of the communication committee which may include, but is not limited to newsletter and/or other multi-media activities.

- E. The Treasurer shall:
 - 1. Receive all funds belonging to the Association and be responsible to their safekeeping and accounting;
 - 2. Pay out such funds upon orders of the President and co-sign, with the President, all checks drawn upon the treasury;
 - 3. Prepare a written financial report for each regular meeting of the Executive Board;
 - 4. Be responsible for an annual audit of the books of the Association and distribution of a summary of this audit to the membership; and
 - 5. Submit membership and financial reports to CTA, NEA, or other agencies as required by law; and
 - 6. Prepare annual budget for adoption as directed by the Executive Board.

- F. Minority-at-large
 - 1. The Minority-at-large will have discretion to appoint members that will help facilitate the function of the committee.

G. Election Chair

1. Shall appoint a committee to help with counting and running elections.
2. The committee shall serve for two years.
3. The Election Chair will report directly to the 2nd Vice-President.

H. The High Desert Representative - a non-voting officer - shall:

1. Act as coordinator and liaison between the chapter and the California Teachers Association High Desert Service Center.

VIII EXECUTIVE BOARD

1. The Executive Board shall be composed of the currently elected officers, and the committee chairpersons.
2. Voting members of the Executive Board shall only be the elected officers.
3. All members of the Executive Board shall be and remain members of the UTP as a condition for nomination and service in this position.
4. 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 Board.
5. The duties of the Executive Board:
 - a. Coordinate activities of the Association;
 - b. Act for the Representative Council when school is not in session;
 - c. Direct the bargaining activities and grievance processing of the Association subject to; policies set by the Representative Council;
 - d. Appoint and remove bargaining team members;
 - e. Recommend a Budget for the Association;
 - f. Approve Committee appointments; and
 - g. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to all restrictions which may be imposed by the Active membership or by policies adopted by the Association.
6. A quorum for all meetings of the Executive Board shall consist of a majority of the members of the Board.

IX BARGAINING TEAM

1. The bargaining teams and such alternates as the Executive Board deems necessary shall be appointed by the Executive Board.
2. The Chairperson of the team shall be elected from and by its members.
3. The Executive Board shall adopt standing rules setting forth its selection procedures for bargaining team members, including terms of office and criteria for appointment.
4. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

5. The Executive Board, by a two-thirds majority, may remove a member of the bargaining team and appoint a replacement from the list of alternates.
6. The duties of the bargaining team are to represent and to bargain for the bargaining unit.
7. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to the policies established by the Representative Council.
8. Employees in the bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal shall be ratified by the Representative Council.
9. The bargaining team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
10. The Executive Board and the Representative Council shall provide for the dissemination of information regarding bargaining and the activities of the bargaining team to the general membership.
11. 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 Rep Council and approved by the membership.
12. Ratification will occur at the next Representative Council meeting or at a special Representative Council meeting if called by the Executive Board.

X. FACULTY REPRESENTATIVES

1. Faculty representatives shall be elected by and from the Active membership for each faculty group. Faculty representatives must maintain membership in the UTP and may not hold an administrative position within the district. Such elections shall be by open nominations and secret ballot.
2. Each faculty shall be entitled to at least one representative and shall have one representative for each 25 Association members on the faculty.
3. Faculty representatives shall:
 - a. conduct constant and on-going liaison between the Executive Board and the Active members of the faculty unit;
 - b. serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active membership;
 - 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.

XI GRIEVANCE PROCESSING

1. The Executive Board shall adopt standing rules setting up 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.

XII NOMINATIONS AND ELECTIONS

1. An election Committee of four (4) members will be elected by a majority vote of the membership to serve a period two (2) years.
 - a. The first year four (4) members will be elected with two (2) serving a term of two (2) years and two (2) serving a term of one (1) year.
 - b. At the end of each year two (2) new members will be added to the committee but the committee will never number more than (4) members.
 - c. The committee will select their chairperson who will, with the help of his committee, oversee all elections within the bargaining unit.
 - d. The Election Committee will report directly to the Second Vice-President.
1. Nominations for any office shall be made as follows:
 - a. Any Active member, at his request, shall have his name placed upon the ballot for an office of the Association;
 - b. The name of any Active member may be placed in nomination by any other member, with the consent of the nominee.
 - c. Election of officers, Faculty Representatives shall be conducted in the month of May by secret ballot.
 - d. The Executive Board shall adopt standing rules setting forth the procedures for conduction of elections.
2. Recall of any officer:
 - a. The recall of any officer of the Association may be initiated by a petition signed by 20% of the members in good standing as of the previous January 1st.
 - b. Any petition for recall containing the necessary signatures shall be presented to the Executive Board at a regularly scheduled meeting or a meeting called by the President or a majority of the Executive Board. The Board shall certify as to the validity of the petition and, having done so, shall make the arrangements necessary for the completion of the recall process.
 - c. Normal notice of the recall election shall be given to each member of the Association within two (2) weeks of the date upon which the Board declares a petition of recall to be valid, but not more than four (4) weeks before the date set for the recall election.
 - d. RECALL ELECTION shall be conducted by the Associations Election Committee in conference with regular election procedures which shall be adopted as part of the Standing Rules of this Association.
 - e. A simple majority of the enrollment shall be necessary for recall..

XIII JOINT REVIEW PANEL

1. Members of this panel shall be appointed by the President and to be selected as a member of this panel you must meet one of the following criteria:

- a. Current or former member of the bargaining team for at least 3 years.
- b. Current or former member of the Executive board who has served at least 3 years.
- c. Current or former member of State Council.

XIV COMMITTEES

1. Committees, except as otherwise provided in these Bylaws, may be established and discontinued by the Executive Board.
2. Each committee shall submit periodic reports to the Executive Board.
3. Special Committees and Task Forces shall be appointed from time to time by the Executive Board. 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: Retirement, Ethics, Teacher Education and Professional Standards, Communications and Public Relations, Curriculum and Instruction, Economic Services, Political Action and Legislation, and Grievance.

XV SPECIAL MEETING OF THE ASSOCIATION

1. Special Meetings of the Association may be called by the President, The Executive Board or by written petition of 20% of the membership.
2. Notices of the Special Association meetings including date, place, time and purpose of 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 meetings during crisis situation, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
4. Meetings shall be held only on days when the District Office is open for normal business.

XVI PARLIAMENTARY PROCEDURES

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

XVII AMENDMENTS

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

XVIII AMENDMENTS TO THE STANDING RULES:

1. The Executive Board shall have final approval authority for amendments to the Standing Rules as follows:
 - a. PROPOSAL: By majority vote, the Executive Board may direct an amendment to the Standing Rules at any meeting.
 - b. ADOPTION: The directed amendment shall be subject to adoption by a two-thirds vote of the Executive Board at any meeting thereafter.

XIX BYLAWS OF WESTSIDE UNION TEACHERS ASSOCIATION EDUCATION
IMPROVEMENT FUND POLITICAL ACTION COMMITTEE [PAC]
(See attachment)