

LYNWOOD TEACHERS ASSOCIATION CTA/NEA BYLAWS

Amendments approved on April 11, 2017 by Representative Council

I. MISSION

The Lynwood Teachers Association exists to protect and promote the well-being of its members: to improve the condition of teaching and learning; to advance the cause of free, universal and quality public education; to ensure that the human dignity and civil rights of all children and youth are protected; and, to secure a more just, equitable and democratic society.

II. NAME AND LOCATION

The name of this Association shall be LYNWOOD TEACHERS ASSOCIATION/CTA/NEA in Los Angeles County.

III. 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 be 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 and to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between education support professionals; certificated educators and the community; and,
- G. To foster good fellowship among members.

IV. AFFILIATION WITH THE CTA/NEA

- A. The Lynwood Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Lynwood Teachers Association shall be an affiliated local association of the National Education Association (NEA).

V. 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 Lynwood 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.

- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual LTA/CTA/NEA dues appropriate to the class of membership.
- D. The right to vote and hold elective office or appointive position within the Association shall be limited to active members.
- E. 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.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. The rights to 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 LTA 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 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 from September 1 of any given calendar year through August 31 of the following calendar year.
- J. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within the Association.

VI. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for active members and 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.
- B. The Lynwood Teachers Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the Lynwood Teachers Association/CTA/NEA dues.
- C. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status that shall make the member ineligible for that class or category. If by October 31 of any calendar year a 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 dropped from the rolls.

VII. POLICY MAKING BODY

- A. 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.
- B. The Representative Council shall be composed of the following active members:
 - 1. Executive Board, ex-officio. voting.
 - 2. Faculty Representatives elected on the basis of one-person-one-vote.
 - 3. The following additional representatives:
 - a. Appointed Service Center Council Representative(s), when not already serving on the Representative Council in another capacity, non-voting.
 - b. Committee Chairpersons, ex-officio, non-voting.
 - c. CTA State Council Representative(s), when not already serving on the Representative Council in another capacity, non-voting.

- d. Any members of the Association who hold CTA or NEA offices, or committee appointments, ex-officio, non-voting.
- 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;
 - 4. Establish the dues of the Association.
- D. 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.
- 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 working 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.
- L. A quorum for all meetings of the Representative Council shall consist of fifty percent (50%) plus one (1) of all members of the Representative Council.
- J. Representative Council meetings may be held in on electronic format, such as a webinar only for the purpose of dispensing information to members, provided that all members are invited to be part of the webinar with the ability to ask questions and hear all responses. Voting on action items during a webinar is strictly prohibited.

VIII. FACULTY REPRESENTATIVES

- A. Each faculty shall be entitled to at least one representative and shall have one representative for each fifteen (15) active LTA members on the faculty, or major fraction thereof.
- B. Faculty Representatives shall be elected by and from the active membership for each faculty group. Such election shall be open nominations and by secret ballot.
- C. Faculty Representatives shall serve a term of two (2) years commencing on July 1 of the calendar year of their election.
- D. Faculty Representatives 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.
- E. Vacancies in the office of Representative Council for whatever cause may be filled by properly elected replacements.
- F. Faculty Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the active members of the 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 members;
 - 3. Represent the views and input of the active membership of the faculty in votes taken by 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;

5. A Faculty Representative may not conduct an election for which he/she is a candidate.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the Officers: three (3) Elementary School Directors, one (1) Middle School Director, two (2) High School Directors, and one (1) At-Large Director, as long as this complies with the one-person-one-vote rule.
- 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 members shall be elected with open nominations and by secret ballot.
- D. The Executive Board term of office shall commence on July 1 of any calendar year.
- E. Vacancies in the position of the Executive Board shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absent without just cause from three (3) consecutive regular meetings (Executive Board and/or Representative Council), 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 (30) days.
- F. The Executive Board shall meet before each regular meeting of the Representative Council and as such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- G. The duties of the Executive Board shall be to:
 1. Coordinate the activities of the Association;
 2. Act for the Representative Council when school is not in session;
 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 4. Approve by majority vote the appointment of and by two-thirds (2/3) vote the removal of bargaining team members and members of the Grievance Committee;
 5. Recommend a budget for the Association to the Representative Council;
 6. Approve by majority vote all appointments and removal of committee members, including chairpersons, except as noted in #4 above;
 7. Adopt the Local Standing Rules for the Association;
 8. Adopt Grievance Procedures for the Association;
 9. 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;
 10. A quorum for all meetings of the Executive Board shall consist of fifty percent (50%) plus one (1) of the members of that body.
- H. Terms of Office for Executive Board:
 1. The three (3) Elementary School Directors shall be elected by elementary teachers for two (2) year terms; two (2) elected in odd numbered years and one (1) elected in even numbered years. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
 - Effective with the 2017 election, the Elementary School Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.

2. The Middle School Director shall be elected by middle school teachers for a two (2) year term every even numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
 - Effective with the 2017 election, the Middle School Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
3. The two (2) High School Directors shall be elected by high school teachers for two (2) year terms: one (1) elected in odd numbered years and one (1) elected in even numbered years. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
 - Effective with the 2017 election, the High School Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
4. The At-Large Director shall be elected for a two (2) year term every even numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
5. The At-Large Director shall be elected from the following groups: Early Childhood Education, Speech and Language Pathologists, Adult Education, Counselors, School Psychologists, Career and Technical Education Teachers, Instructional Leads and Coaches, Vista, Pathways, and any other groups that may arise that are not assigned to a school site.
 - Effective with the 2017 election, the At-Large Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible to for reelection for that same position.

X. OFFICERS

- A. The elected officers of the Association shall be a President, a Vice-President, a Secretary, and a 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. The term of office shall commence on July 1 of any calendar year.
- E. A vacancy shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absence without just cause from three (3) consecutive regular meetings, 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. Terms of Office for Officers

1. The President shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before becoming eligible for reelection for that same position. A person succeeding to the presidency for a partial term may be elected to two (2) additional terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
2. The Vice-President shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
3. The Treasurer shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
4. The Secretary shall be elected for a two (2) year term of office every even numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
 - Effective with the 2017 election, the Secretary elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.

G. Duties of the Officers

1. The President shall be the chief executive officer of the Association and its policy leader, and shall:
 - a. Be the official spokesperson for the Association;
 - b. Preside at all meetings of the Association, the Representative Council, and Executive Board;
 - c. Co-sign, with the Treasurer, all checks drawn upon the funds of the Association;
 - d. Be familiar with the governance documents of LTA, CTA, and NEA;
 - e. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association;
 - f. Call meetings of the Association, Representative Council, and the Executive Board;
 - g. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board;
 - h. Attend meetings of the Service Center Council of which the Association is a part;
 - i. Attend other CTA/NEA meetings as directed by the Representative Council;
 - j. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board, by the beginning of each year;
 - k. Represent the Association at functions where an official representative is required. If such attendance is inconvenient, the President may appoint the Vice-President to represent the Association. If the Vice-President is unable to attend, the President may, with the consent of the Executive Board, appoint the official representative of the Association; and,
 - l. Be prohibited from serving as a member of the Bargaining Team.

2. 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;
- d. Serve as coordinator of committee activities at the direction of the President; and,
- e. Carry out responsibilities delegated to him/her by the President.

3. 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 the Executive Board, and to the membership. when appropriate:
- c. Keep an accurate roster of the membership of the Association and of all committees:
- d. Carry out the correspondence pertaining to the affairs of the Association as directed by the President: and,
- e. Co-sign checks when the Treasurer is unavailable or absent due to vacancy or temporary leave of absence.

4. 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;
- c. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
- d. Be responsible for and sign for on annual audit of the books of the Association and distribute a summary of the audit to the membership;
- e. Submit membership and financial reports to CTA, NEA and other agencies as required by law;
- f. Co-sign with the President all checks drawn upon the funds of the Association; and,
- g. Act as chairperson for the Association's Budget and Building Oversight Committee.

XI. BARGAINING TEAM

- A. The President shall appoint the chairperson, all members, and alternates of the Bargaining Team with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.

- 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. Bargaining unit members 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 the Representative Council.
- G. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- 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. 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 membership in the appropriate units, unless such ratification shall have been specifically waived or otherwise delegated by that 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 in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Associations grievance policies and procedures.
- C. All grievances will be processed in accordance with the Agreement between Lynwood Unified School District and Lynwood Teachers Association and in accordance with the Bylaws and will follow CTA guidelines.
- D. The responsibility and authority for directing the grievance process on behalf of the Association is vested in the Executive Board subject to the policies established by the Representative Council.
- E. The Executive Board shall decide which grievances will be submitted to arbitration.
- F. The Grievance Committee:
 - 1. Shall be appointed by the President and approved by the Executive Board;
 - 2. Shall consist of five (5) members, with at least one (1) member each from the high school level, middle school level, and elementary school level;
 - 3. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Grievance Committee.

4. The duties of the Grievance Committee are:
 - a. To represent the bargaining unit in negotiating the settlement of grievances;
 - b. To make recommendations to the Executive Board on submitting grievances to arbitration;
 - c. To attend grievance training provided by CTA; and
 - d. To assist and provide a minimum of two (2) hours training for all Faculty Grievance Representatives every Fall semester.
5. The Chairperson will:
 - a. Maintain a roster of all Faculty Grievance Representatives and furnish a copy of the roster to the Secretary; and
 - b. Maintain a log of grievances in process and a digest of grievances processed and closed. Individual rights to privacy will be respected.
6. The Grievance Committee shall report its activities to the Executive Board and the Representative Council in such form and with such frequency as those bodies may require.

XIII. STANDING 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.

XIV. NOMINATIONS AND ELECTIONS *(revised 3/27/18)*

A. Elections Committee

1. There shall be an Elections Committee.
2. LTA 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.
3. The LTA President must provide all active members an opportunity to vote. The LTA President does not have the option of deciding that such elections shall not be held.
4. The Elections Committee and Chairperson shall be appointed by the President and by the Executive Board to which it is responsible at the beginning of each school year.
5. The Elections Committee shall be composed of at least three (3) members.
6. A member shall abstain from participation in Election Committee activities during the period in which s/he or her/his immediate family is a candidate.

XV. CTA STATE COUNCIL REPRESENTATIVES AND NEA DELEGATES

- A. All representatives to the CTA State Council and the NEA Representative Assembly to which the Association is entitled shall be elected by and from the active membership of the Association. Such election shall be by open nominations and by secret ballot.
- B. CTA State Council Representatives shall be elected for a term as specified by CTA.
- C. NEA Delegates shall be elected for a term as specified by NEA.

XVI. 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 (2) 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. A quorum for meetings of the Association shall be the members present.

XVII. PARLIAMENTARY AUTHORITY

- A. 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.

XVIII. AMMENDMENTS

- A. These Bylaws may be amended by 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 and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

XIX. EFFECTIVE DATE

- A. These revised Bylaws become effective on April 11, 2017.

LYNWOOD TEACHERS ASSOCIATION STANDING RULES & CODE OF ETHICS

APPROVED APRIL 11, 2017 BY REPRESENTATIVE COUNCIL

STANDING RULE 1 BUDGET AND FINANCE

- A. The budget will be categorized as may be deemed advisable by the Executive Board.
- B. Expenditures not covered by the budget exceeding \$200 per item shall require prior approval by the Representative Council.
- C. After establishing reasonable reserves for capital outlay and contingencies, the spending of current revenue for current services and programs shall prevail. A contingency fund shall be part of each year's budget. Expenditures from this fund shall require prior approval of the Executive Board.
- D. Not more than \$250 of allocated funds may be maintained in the form of petty cash. Only members authorized to sign LTA checks may distribute or authorize distribution of funds from petty cash. Any individual receiving petty cash shall sign a voucher stating the amount and purpose of the withdrawal. After making a purchase, the individual shall return a receipt and any remaining cash to the LTA officestaff.

STANDING RULE 2 ROLL CALL AND VOTING AT REPRESENTATIVE COUNCIL MEETINGS

- A. The LTA Secretary shall take Roll Call at the beginning of each meeting.
 - 1. Executive Board members shall be called first in order established who will preside over the meeting to know who is present.
 - 2. Representative Council members shall be called second in order to know what school sites are present and to ascertain if there is a quorum.
 - 3. When Roll Call vote is requested. the Representative Council members shall be called first and then the Executive Board members.

STANDING RULE 3 CONFERENCE AND EXPENSE GUIDELINES

- A. The Executive Board shall recommend to the Representative Council for approval. members to participate in conference activities and programs.
- B. For purposes of NEA-Representative Assembly (NEA-RA), CTA workshops and conferences, LTA annual elected officers retreat. LTA annual executive board retreat. and any other CTA and/or NEA workshops or conferences, LTA shall underwrite each workshop or conference as follows:
 - 1. Expenses for coffee and room service, meeting room rental (as necessary). and other appropriate workshop/conference expenses.
 - 2. Travel reimbursements (transportation, hotel, meals) shall be paid for members of LTA as follows:
 - a. Airplane: Actual. most economical coach fare (with receipt/proof). Mileage reimbursement to and from the member's home/airport at the rate set by the Internal Revenue Service for the current year for transportation.

- b. Airport Shuttle: Cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other "safe" form of transportation is available.
 - c. Automobile/Mileage: If automobile travel is used in preference to air travel, maximum reimbursement will be the cost of the lowest available coach airfare or the actual mileage as set by the Internal Revenue Service for the current year, whichever is lower.
 - d. Parking: Actual costs of airport and/or hotel parking will be reimbursed.
 - e. Lodging: Hotel expenses are limited to the number of nights the workshop or conference is being held. Additional nights, not to exceed two (2), is allowed for the NEA-RA, taking into consideration that arrival and departure might make it difficult for participants to arrive on time and leave right after the end of the workshop or conference. Personal charges such as laundry, valet, hotel telephone calls, and hotel in-room snacks/beverages are not reimbursable. As a practice, LTA will pay for double occupancy, unless there is proof of extenuating circumstances necessitating a single room. In all other cases, if a single room is requested (and available), the participant shall pay the difference between the double occupancy and single occupancy rate.
 - f. Meals: Daily meal reimbursement is limited to the current CTA rate, including tax and gratuity per day.
- C. To receive reimbursement for expenses, vouchers/receipts must be received within thirty (30) days of the conclusion of the workshop or conference on an LTA designated expense form.

**STANDING RULE 4
CREDIT CARD AND DEBIT CARD POLICY**

- A. It is LTA's policy to comply with the Internal Revenue Service regulations by accounting for ordinary, necessary, and reasonable expenses on a timely basis.
- B. Credit and/or debit cards may only be issued to the LTA President and Treasurer with approval of the Executive Board.
- C. Expenses must reflect a valid LTA business connection. It is not to be used for CTA or NEA travel expenses. Cardholder must sign a credit/debit card agreement acknowledging this policy and that it is to be used for LTA related business purposes only.
- D. Accounting of expenses must be submitted on LTA's Business Expense Report within thirty (30) days of the close of the month the charge or debit was incurred. At the end of sixty (60) days the card will be cancelled if no report has been submitted. At the end of ninety (90) days, the amount expended will be added to compensation with the appropriate taxes withheld.
- E. Original receipts must be provided for all expenses submitted.
- F. Charges incurred shall only be made by the person whose name is on the card.
- G. The cards may not be used to obtain cash advances or for expenses other than those incurred by the card holder.
- H. Infractions of the conditions of this policy shall result in cancellation of the card and withdrawal of privileges and may lead to action against the cardholder.

- I. In all cases of misuse, LTA reserves the right to recover any monies from the cardholder.
- J. A monthly credit shall be established by the Executive Board.
- K. Both LTA's name and the officer's name shall be embossed on the corporate cards.
- L. Card holders are required to have on file an IRS Form W-9 to be able to report imputed income to the IRS for non-compliance.
- M. Lost or stolen cards must be reported immediately to the LTA President or Treasurer. The Office Manager will then be directed to cancel the card.
- N. Prior to departure or termination of duties, the cardholder must ensure his/her account is settled prior to departure and the card surrendered.

**STANDING RULE 5
EMPLOYMENT OF OFFICE STAFF**

- A. LTA may enter into an employment agreement to hire an Office Manager (as a non-exempt employee) to perform administrative and support functions.
- B. The employment agreement shall include regular expected work hours per week, hourly rates, pay dates, and job responsibilities.
- C. The employer will pay the employee at least twice a month (per CA Labor Code Section 204), withhold federal and state income taxes, withhold and pay Social Security and Medicare taxes, pay unemployment taxes, and pay state disability and worker's compensation insurance.
- D. The employee must have a signed and completed IRS form W-4 (Employee's Withholding Allowance Certificate) on file.
- E. The employee must have a signed and completed Form 1-9 (Employment Eligibility Verification) on file.
- F. The employer shall report on IRS Form W-2 the annual wage and other required payroll information.
- G. Payroll should be outsourced to an established entity that specializes in payroll processing. The payroll agreement should be comprehensive and include the filing of all applicable payroll tax forms with federal and state regulatory agencies.
- H. The employee will be required to record their daily work hours on a bi-weekly basis.
- I. Overtime compensation must be approved by the employer, in advance.
- J. The employer should review and approve time sheets on a bi-weekly basis.
- K. The employee's immediate supervisor should be the LTA president or designee.
- L. Recordkeeping is the responsibility of the employer.
- M. Employee evaluations should be performed by a sub-group of the Executive Board at a minimum of two times per year, but no more than on a quarterly basis.
- N. The employee's salary and working conditions, including termination, must be approved by the Executive Board, following applicable law and due process.
- O. The employee will refrain from sharing confidential information to outside parties.

**STANDING RULE 6
BUDGET AND OFFICE OVERSIGHT COMMITTEE**

- A. The LTA Executive Board will appoint a Budget and Office Oversight Committee at the beginning of each year to include the Treasurer (Chair), Office Manager, one member of the Executive Board and three additional members from the at large membership.
- B. The purpose of the Budget and Office Oversight Committee will be to monitor budgeted expenses against actual expenses, and to make recommendations to the Executive Board for repairs, maintenance and improvements to the LTA office building.
- C. The Budget and Office Oversight Committee should compare actual items of income and expenses with the budgeted amount for that item. The Committee should analyze the reason that LTA is over or under budget in a particular area and determine its overall impact to the net income for the year. If it is predicted that expenses will exceed revenue, recommendations should be made to balance the budget by reallocating budget dollars among the various programs, cutting back on certain programs during the current year or continuing scheduled programs for the year and dipping into reserves to fund them.
- D. The Budget and Office Oversight Committee should meet quarterly during each fiscal year.
- E. Quarterly reports and recommendations should be presented to the Executive Board and Representative Council for consideration and implementation.
- F. The Budget and Office Oversight Committee may request assistance from CTA to carry out this function.

**STANDING RULE 7
DUES, FEES AND ASSESSMENTS**

- A. The Association's portion of the basic annual dues shall be one-third of CTA's dues, and the representation fee for non-members shall be one-third of CTA's dues, and any amount greater than the aforementioned amount shall be established by action of the Representative Council.
- B. Funding of the Lynwood Teachers Association Political Action Committee (LTA PAC): An amount of up to \$2.00 per member per month will be placed in the LTA PAC account. These monies will remain segregated from the general membership account. Members choosing not to contribute to the LTA PAC will fill out a designated form, yearly, to divert the \$2.00 contribution to the General Fund. *(Revised 3/27/18)*

**STANDING RULE 8
FACULTY REPRESENTATIVES AND EXECUTIVE BOARD RESPONSIBILITIES**

- A. The names of new Faculty Representatives will be sent to the LTA Secretary before July 1 of any calendar year.
- B. A vacancy in the position of Faculty Representative shall be established when any representative is absent three (3) consecutive meetings of the Council without an alternate. The Secretary will notify the faculty group that a vacancy has been declared and request the faculty group elect a new Faculty Representative.
- C. The Executive Board shall maintain Faculty Representative rosters and coordinate their respective constituency group concerns, meet with constituency group Faculty Representatives, communicate constituency group concerns to the Executive Board and the Representative Council, and carry out any other tasks that would be helpful in representing their constituency group.

**STANDING RULE 9
ACTIVE MEMBER RIGHTS**

- A. Active members have the right to:
 - 1. Be present at Representative Council Meetings where business of the Association is transacted;
 - 2. Present matters of individual concern to the Representative Council through procedures established by the Representative Council; and,
 - 3. Inspection of the Association records upon written request to the Executive Board.

**STANDING RULE 10
FIDUCIARY RESPONSIBILITY FOR OFFICERS AND EXECUTIVE BOARD**

- A. Upon confirmation of gross mismanagement and misappropriate use of funds while in a leadership role, an Executive Board Member or an Officer shall resign from office and be prohibited from seeking a future election to the Executive Board or as an Officer.

**STANDING RULE 11
ROLE OF CTA STAFF REPRESENTATIVE**

- A. The CTA Staff Representative shall provide consultation and advice, as appropriate, to the Officers, Executive Board, Bargaining Team and Grievance Committee. He/she shall additionally provide CTA representation to members who require such services.

**STANDING RULE 12
STANDING COMMITTEES**

- A. There shall be the following Standing Committees:

- Bargaining Team
- Election Committee
- Grievance Committee
- Legislative and Political Action Committee
- Organizing Committee
- Communications Committee
- Community Outreach Committee
- Bylaws Revision Committee
- Budget and Office Oversight Committee
- Awards Committee

CODE OF ETHICS OF THE EDUCATION PROFESSION

The educator, believing in the worth and dignity of each human being, recognizes the importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

PRINCIPLE I Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful information of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II
Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgement to achieve conditions which attract persons worthy of the trust to careers in education and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in on application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or another relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

