

# **LYNWOOD TEACHERS ASSOCIATION STANDING RULES & CODE OF ETHICS**

**APPROVED OCTOBER 21, 2025 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 office staff.

## **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 **for** members to participate in conference activities and programs.
- B. For purposes of NEA-Representative Assembly (NEA-RA), CTA workshops and conferences, 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 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. **Airfare:** Member should purchase the most economical coach fare when possible (with receipt/proof).

- b. **Mileage reimbursement:** 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.
  - c. **Airport Shuttle:** Cost of airport shuttles to and from the meeting site. Taxi fare/ rideshare apps shall be reimbursed only when no other form of transportation is available.
  - d. **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.
  - e. **Parking:** Actual costs of airport and/or hotel parking will be reimbursed.
  - f. **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.
  - g. **Meals:** Daily meal reimbursement is limited to the current CTA rate, including tax and gratuity per day. If meals are provided by the conference, no reimbursement will be provided.
- C. To receive reimbursement for expenses, vouchers/receipts must be received within forty five (45) 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. Cardholders 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 canceled 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 limit shall be established by the Executive Board **when necessary**.
- 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 position shall be flown on a job listing site approved by the executive board and interviews shall be facilitated by a sub-group of the Executive Board.
- C. The employment agreement shall include regular expected work hours per week, hourly rates, pay dates, and job responsibilities.
- D. 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.
- E. The employee must have a signed and completed IRS form W-4 (Employee's Withholding Allowance Certificate) on file.
- F. The employee must have a signed and completed Form 1-9 (Employment Eligibility Verification) on file.
- G. The employer shall report on IRS Form W-2 the annual wage and other required payroll information.
- H. 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.
- I. The employee will be required to record their daily work hours on a bi-weekly basis.
- J. Overtime compensation must be approved by the **Executive Board** in advance.
- K. The employer should review and approve time sheets on a bi-weekly basis.
- L. The employee's immediate supervisor should be the LTA president or designee.
- M. Recordkeeping is the responsibility of the employer.
- N. 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.
- O. The employee's salary and working conditions, including termination, must be approved by the Executive Board, following applicable law and due process.
- P. The employee will refrain from **sharing** confidential information **with** 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 LTA members.
- 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 **September 1st** 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
  - SPED Committee
  - Health Committee

- Safety Committee
- Equity Committee
- Social/ Member Engagement Committee
- Curriculum 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 reasonably 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 religion beliefs, family, social, or cultural background, or sexual orientation, unfairly –
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 judgment 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 any 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 other 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 noneducator 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.