

DUBLIN TEACHERS ASSOCIATION BYLAWS - DRAFT

ARTICLE I. NAME AND LOCATION

The name of this Association shall be the Dublin Teachers Association/CTA/NEA in Alameda County.

ARTICLE 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 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 the profession and the community; and
- G. To foster good fellowship among members.

ARTICLE III. AFFILIATION WITH ~~THE UNITED EDUCATION PROFESSION~~ CTA/NEA

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

ARTICLE IV. MEMBERSHIP

- A. 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 Dublin 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 teacher bargaining unit.

- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual ~~United Education Profession (UEP)~~ **Chapter/CTA/NEA** dues.
- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. All 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.
- E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in 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.
- G. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- H. 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.

ARTICLE V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Active membership at the last regular meeting of the school year.
- C. Representation fee shall be apportioned on the same percentage basis as the full ~~United Education Profession (UEP)~~ **Chapter/CTA/NEA** dues. (CTA Standing Rule 4-1; CTA Standing Rule 5-7)
- D. 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 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, nor made

satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls. (CTA Standing Rule 4-1; CTA Standing Rule 5-4)

ARTICLE VI. POLICY-MAKING BODY

- A. The policy-making body of this Association shall be the Representative Council. The Representative Council is comprised of the members of the Association and derives its power from and shall be responsible to the 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. State Council Representative
- 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 Association shall meet at least once during each school month; the time and place of such 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 petition containing the signatures 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 posted in the building(s) at least two 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 members of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
- J. Members of the Representative Council shall serve a term of 1 (one) year and may succeed themselves, except for the CTA State Council Representative whose term is set by CTA State Council.

ARTICLE VII. FACULTY REPRESENTATIVES

- A. The Faculty Representatives shall be elected from and by the Active members at the school or facility of their job assignment. Such election shall be by open nominations and by secret ballot.
- B. Each faculty shall be entitled to at least one representative and shall have one representative for each 10 (ten) or major fraction thereof the Association members on the faculty.
- C. Active members, who are not represented through an individual school faculty group, as determined by the EXECUTIVE BOARD, shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- D. Faculty Representative shall:
 - 1. Conduct constant and on going 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 view 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
 - 4. Perform such additional duties as prescribed by the Executive Board.
- E. The Head Faculty Representative at each school site shall make appointments to their own school site committees and appoint their chairpersons subject only to confirmation by the Representative Council at its next meeting after such appointment. The Head Faculty Representative shall conduct monthly site meetings.

ARTICLE VIII. OFFICERS

- A. The executive board officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. A Head Representative from each school site will serve on the executive board.
- B. All executive board officers shall be and remain currently paid-up **Association/CTA/NEA** members ~~of the UEP~~ as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected with open nominations and by secret ballot by and from the Active membership.
- D. The Head Representatives will be elected **for a term of 1 (one) year** by the active members at the respective school site.
- E. All Executive Board **Officers** ~~members~~ shall be elected for a term of ~~1 (one)~~ **2 (two)** years, commencing on July 1st of any calendar year. **Officers may serve no more than three consecutive terms in the same office.**
- F. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special meeting of the Association shall be called to elect successors to fill the unexpired terms.
- G. 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 General Membership, Representative Council, Executive Board and serve as a representative to the Valley Teachers Resource Center Board of Directors;
 2. Be responsible for providing an agenda for the meetings of the General Membership, Representative Council, and Executive Board;
 3. Represent the Association before the public either personally or through delegates and will 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;
 6. Call meetings of the Association and the 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 directed by the Rep. Council.

H. 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.
4. Serve as coordinator of committee activities at the direction of the President
5. Serve as election committee chair.

I. 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 the members of 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;
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
5. Prepare ballots for all elections.

J. 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;
5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

ARTICLE IX. EXECUTIVE BOARD

A. The Executive Board

1. The Executive Board shall be composed of the officers, the immediate past president as a non-voting member, and Dublin Teachers Association member(s) who is/are CTA State Council Representative(s); and Head Representatives from each school.
2. All members of the Executive Board shall be and remain members of the ~~UEP~~ **Association/CTA/NEA** as a condition for nomination to and serve in this position.
3. The Executive Board shall meet at least once during each school month, the place and time of the meetings to be decided by the Executive Board and included in the Standing Rules of the Association, 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.
4. The duties of the association Executive Board shall be to:
 - a. Coordinate the activities of the Association;
 - b. Act for the Representative Council when school is not in session;
 - c. Recommend a budget for the Association to the Representative Council;
 - d. Approve Committee appointments;
 - e. Adopt the Standing Rules for the Association; and
 - f. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Representative Council.
5. A quorum for all meetings of the Executive Board shall consist of a majority of the Executive Board.

ARTICLE X. BARGAINING TEAM

- A. The Bargaining Team and such alternates as are deemed necessary shall be nominated by the President and approved by the Representative Council.

1. At least one month prior to this nomination, the President shall, by written memo, solicit interested Dublin Teachers Association members for consideration as nominees to the Bargaining Team.
- B. Vacancies created by resignation or inability to serve shall be filled the President.
- C. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- D. The bargaining unit shall be surveyed to determine contents of the proposed contract demands.
- E. The Bargaining Team shall report its activities to the bargaining unit members in such form and with such frequency as the bargaining unit members may require.
- F. The bargaining unit shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the bargaining unit general membership.
- G. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership.
- H. Any negotiated agreement shall be subject to ratification as a condition of its becoming final.
- I. Full contract multi-year agreements shall be ratified by the bargaining unit's general membership. All other bargaining agreements (re-openers, side-letter agreements, etc.) shall be ratified by the Representative Council unless the Representative Council determines that a vote by the bargaining unit membership is appropriate.

ARTICLE XI. 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.

ARTICLE XII. NOMINATIONS AND ELECTIONS

- A. Notification of offices open for election, nomination procedures, and election timelines shall be distributed to all members and posted in all customary and appropriate locations.
- B. Election of Executive Board members, CTA State Council Representative(s), and NEA Delegates shall be conducted in the appropriate month by secret ballot of the general membership.
- C. Head Representatives and Faculty Representatives shall be elected by open nominations and secret ballot by and from the active members who are assigned to that faculty.
- D. The President shall appoint an elections committee and chairperson, subject to the approval of the Executive Board, to conduct all elections of the Association.
- E. The Executive Board shall adopt Standing Rules setting forth the procedures for conducting elections.

ARTICLE XIII. RECALL ELECTIONS

- A. A recall of any person in an elective position may be initiated by a petition signed by one-third (1/3) of the Active membership. A statement of the reasons for the proposed recall shall be part of the recall petition.
- B. Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to the Active membership at least seven days before the recall election.
- C. Recall elections shall be by secret ballot

ARTICLE XIV. CTA STATE COUNCIL REPRESENTATIVES AND NEA DELEGATES

- A. All representatives to 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 elections shall be open nominations and by secret ballot.
- B. CTA State Council Representative(s) shall be elected for a term as specified by CTA **and shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.**
- C. NEA Delegate shall be elected for a term of one (1) year. **NEA Delegate elections shall be conducted in accordance with NEA/CTA guidelines.**

ARTICLE XV. COMMITTEES

- A. Committees, except as otherwise provide in the 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 the Representative Council.

ARTICLE XVI. MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of the Association may be called by the President, the Executive Council, or by written petition of twenty percent (20%) of the 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 prior to 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 a majority of the active membership.

ARTICLE XVII. PARLIAMENTARY AUTHORITY

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

ARTICLE XVIII. AMENDMENTS

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