

Lake Elsinore Teachers Association Standing Rules

DUES, FEES, AND ASSESSMENTS

The Association's portion of the basic annual dues, and the representation fee for non-members, shall increase annually the same percentage as the average of the previous three years' salary increases. The Executive Board may recommend that the automatic annual increase in the Association's portion of the dues be suspended. An increase of the Association's portion of the annual dues greater than the average percentage of the previous three year's salary increases must be approved by the Executive Board and the Representative Council with a two-thirds majority of the quorum present.

VI. POLICY-MAKING BODY

The Representative Council duties shall be as follows.

5. Approve tentative contract agreements between the Association and the Lake Elsinore Unified School District before authorizing a ratification election.
6. Approve political endorsement or opposition to candidates in local or state elections.
7. Approve Standing Rules for the Association.
8. Approve the Representative Council calendar of regular meetings.
9. Choose the procedure for amending the bylaws pursuant to Article XXI.

VII. SITE REPRESENTATIVES

- G. A Site Representative shall be elected for a term of two years.

VIII. OFFICERS

The President duties shall be as follows.

10. Be responsible for the preparation and distribution of agendas for all Association, Representative Council, and Executive Board meetings, insuring receipt by the meeting participants no later than two days before the scheduled meeting.
11. Serve, as needed, as an ex-officio, non-voting member of any standing committee.
12. Attend, if possible, the CTA Presidents Conference.
13. Report monthly to the Executive Board the use of Association Release Days.
14. Sign, with prior approval of the Executive Board, all grievance settlements between the District and the Association.
15. Sign, with prior approval of the Executive Board, all Memorandums of Understanding (MOU) between the District and the Association.
16. Supervise the Association employees.
17. Regularly attend Lake Elsinore Unified School District School Board meetings.
18. Regularly visit unit members at every site within the Lake Elsinore Unified School District.
19. Maintain connections with the community.
20. Be responsible for facilitating all Association elections. If there is a conflict of interest involved in running an election, the President will delegate the management of that election to another Executive Board member.
21. Keep an accurate roster of the membership of the Association and of all committees.

22. Be responsible for maintaining an accurate and updated roster of current members.
23. Facilitate the provision current membership records, in writing, to the Executive Board and the Representative Council upon request.
24. Be responsible for facilitating the dissemination of membership information from CTA/NEA to the Association members.
25. Assist Site Representatives with site issues and processes as needed.
26. Provide Association representation for all bargaining unit members as needed.

IX. EXECUTIVE BOARD

- C. The directors of the Executive Board shall be elected with open nominations and by secret ballot.
- D. The directors of the Executive Board shall be elected for a term of two years, commencing on July 1 of any calendar year.
- E. Vacancies in the position of a director of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days. A vacancy which occurs after March 1 shall be filled by appointment by the Executive Board and approved by the Representative Council.
- G. The duties of the Executive Board shall be as follows.
 3. approval of all Memorandums of Understanding (MOU) before they are signed by the President.
 4. Direct the grievance processing of the Association (subject to policies set by the Representative Council), including approval of all grievance settlements before they are signed by the President and approval of continuing a grievance to binding arbitration.
 8. 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.
 9. Approve the regular meeting calendars for the Association, Representative Council, and Executive Board.
 10. Provide direction for the Association members of the Peer Assistance and Review Joint Committee.
 11. Provide direction for all committee chairpersons and the Co-Chair of the Curriculum Advisory Committee.
 12. Approve tentative contract agreements between the Association and the Lake Elsinore Unified School District before authorizing a ratification election.
 13. Approve political endorsement or opposition to candidates in local or state elections.
 14. Be responsible for the formation and distribution of the Association's calendar of activities.
 15. Meet regularly with the Superintendent of the Lake Elsinore Unified District to discuss issues.
 16. Recommend to the Representative Council any actions regarding dues increases for the Association.
 17. Review and provide input on the President's calendar.
- H. A quorum for all meetings of the Executive Board shall consist of a simple majority of the members of the Executive Board.

X. MEETINGS OF THE ASSOCIATION (GENERAL MEMBERSHIP):

- A. A petition for a meeting of the general membership signed by at least 20 percent of the active membership must be presented to the Executive Board or the Representative Council.
- B. During crisis situations notification to all members of an Association meeting must be made available a minimum of two days prior to such a meeting.

XI. COMMITTEES

XII. COMMITTEE CHAIRPERSONS

A. Membership Chairperson

1. The Membership Chairperson shall be appointed by the President and approved by the Executive Board.
2. The Membership Chairperson shall submit names for the Membership Committee to the President.
3. The Membership Chairperson's primary responsibility shall be to enroll new members.
4. The Membership Committee shall be responsible for organizing and facilitating social activities deemed appropriate by the Executive Board and the Representative Council.

B. Grievance Chairperson

1. The Grievance Chairperson shall be appointed by the President and approved by the Executive Board.
2. The Grievance Chairperson shall have a working knowledge of the contract, and be aware of the legal services available to the Association.
3. The Grievance Chairperson shall identify potential members of the committee. The Grievance Committee will be comprised of members from elementary, middle and high school grade levels.
4. The Grievance Chairperson shall submit names of recommended candidates for the Grievance Committee to the President.
5. The First Vice President shall be responsible for reporting to the Executive Board on all grievances.
6. The Grievance Chairperson, or a designee, shall attend all regular Representative Council Meetings and report on all grievances.
7. The Grievance Chairperson shall present all grievance settlements to the President for signature.
8. The Grievance Chairperson shall be the Association spokesperson in grievance processing.

C. Bargaining Chairperson

1. The Bargaining Chairperson shall be appointed by the President and approved by the Executive Board.
2. The Bargaining Chairperson is responsible for chairing the Bargaining Team.
3. The Bargaining Chairperson is responsible for working with the Executive Board and Representative Council on all bargaining matters.
4. The Second Vice President shall be responsible for reporting to the Executive Board on negotiations.
5. The Bargaining Chairperson, or a designee, shall attend all regular Representative Council meetings and report on bargaining.
6. The Bargaining Chairperson is the spokesperson for the Association at the Bargaining Table.
7. The Bargaining Chairperson reports the actions of the Bargaining Team to the President, and will report the comments and/or policy decisions of the Executive Board to the Bargaining Team.
8. The Bargaining Chairperson shall present all Memorandums of Understanding (MOU) between the District and Association to the President for signature.

D. Communications Chairperson

1. The Communications Chairperson shall be appointed by the President and approved by Executive Board.
2. The Communications Chairperson shall submit names for the Communications Committee to the President.

3. The Communications Committee shall be responsible for a quarterly newsletter. All publications from the Communications Committee shall conform to Association Policy and shall seek to advocate established positions of the Association.
4. The Communications Committee shall maintain the LETA Website.

E. Bargaining Crisis Support Committee Chairperson

1. The Bargaining Support Committee Chairperson shall be appointed by the President and approved by the Executive Board.
2. The Bargaining Support Committee Chairperson shall submit names for the Bargaining Crisis Support Committee to the President.
3. The Bargaining Crisis Support Committee Chairperson or designee shall assist the Bargaining Team and organize unit members as needed.

F. Instructional and Professional Development (IPD) Chairperson

1. The IPD Chairperson shall be appointed by the President and approved by the Executive Board.
2. The IPD Chairperson shall submit names for the IPD Committee to the President.
3. The IPD Committee shall be responsible for professional development activities and support deemed appropriate by the Executive Board and the Representative Council. This Committee may work with the District, CTA and/or NEA to provide opportunities for the professional growth of its members.

G. Curriculum Advisory Committee Co-Chair

1. The Curriculum Advisory Committee Co-Chair shall be appointed by the president and approved by the Executive Board.
2. The Curriculum Advisory Committee Co-Chair shall complete duties established as per contractual agreement between the Association and the Lake Elsinore Unified School District.
3. The Curriculum Advisory Committee Co-Chair, or a designee, shall attend all regular Representative Council meetings and report on Curriculum Advisory Committee business.
4. The Curriculum Advisory Committee Co-Chair shall maintain a current roster of Association Curriculum Advisory Committee members.
5. The Curriculum Advisory Committee Co-Chair shall be the Association spokesperson at the Curriculum Advisory Committee meetings.

H. Committee Vice Chairpersons

1. Committee Vice Chairpersons shall be appointed by the president and approved by the Executive Board.
2. Every committee may have a Vice Chairperson, at the discretion of the President, except the Curriculum Advisory Committee.
3. Committee Vice Chairpersons shall provide assistance as needed to the committee chairperson.

XIII. BARGAINING TEAM

A. In addition to the Bargaining Chairperson, there shall be one representative on the Bargaining Team for each the following categories.

1. Non-Classroom Unit Members.
2. Grades K-2.
3. Grades 3-5.
4. Grades 6-8.
5. Grades 9-12.

- B. The Second Vice President shall serve as a member of the Bargaining Team.
- C. A liaison for the Bargaining Crisis Support Committee may be an ex-officio, non-voting member of the bargaining team.

XIV. GRIEVANCE PROCESSING/TEAM

- D. The First Vice president shall serve as a member of the Grievance Team.

XV. BARGAINING CRISIS SUPPORT COMMITTEE

- A. The Bargaining Crisis Support Committee is a standing committee of Association members interested in supporting the bargaining process.
- B. The Bargaining Crisis Support Committee membership shall be revised when appropriate to meet the needs of negotiations.
- C. The Association President shall serve as a member of the Bargaining Crisis Support Committee.
- D. A purpose of the Bargaining Crisis Support Committee shall be to gather information pertaining to upcoming negotiations, and to help the Bargaining Team formulate the information into a proposal. The process the Bargaining Crisis Support Committee uses to carry out this purpose will be formulated by the committee membership and the Bargaining Committee.
- E. A purpose of the Bargaining Crisis Support Committee shall be to educate and organize unit members to support the bargaining process. The process the Bargaining Crisis Support Committee uses to carry out this purpose will be formulated by the committee membership and approved by the Executive Board.
- F. Members of the Bargaining Support Committee shall be appointed by the President, with approval of the Executive Board.

XVI CURRICULUM ADVISORY COUNCIL

The Curriculum Advisory Council shall be established as per contractual agreement between the Association and the Lake Elsinore Unified School District.

XVII. POLITICAL ACTION COMMITTEE/FUND

A. Purposes

1. The Lake Elsinore Teachers Association Political Action Committee shall be established for the following purposes.
 - a. To inform Association members of legislation, voting records, and positions of legislators and candidates that may affect the members' classrooms, working conditions, rights and benefits.
 - b. To serve as a voluntary funding structure through which the Lake Elsinore Teachers Association may give direct and indirect financial contributions to support or oppose State and local candidates for office as are deemed worthy of support or opposition from the standpoint of educational issues and without regard to partisan consideration.
2. The Lake Elsinore Teachers Association Political Action Committee shall make regular reports to the Executive Board and the Representative Council.

B. Officers

1. Composition – Officers shall be Chairperson, Treasurer, and such other officers as are deemed necessary by the President and approved by the Executive Board.

2. The Chairperson and Treasurer will be appointed by the President with the approval of the Executive Board.
3. Officers shall be appointed for a term of two (2) years, commencing on July 1 of any Calendar year.

C. Funding

1. A voluntary amount will be placed in the account of the Lake Elsinore Teachers Association Political Action Committee from local annual dues. This money will remain segregated from the general membership account. The amount per member will be determined by the Executive Board and approved by the Representative Council.
2. Money may be expended for any lawful purpose that is deemed to be consistent with the statement of purposes of the Political Action Committee as judged by the Political Action Committee with the approval of the Executive Board.
3. Money may be expended and in-kind assistance provided either for or against a candidate when one of the following conditions are met.
 - (a) The CTA State Council has recommended a support or oppose position.
 - (b) The Executive Board and Site Representative Council has approved a support or oppose position.

D. Endorsement Procedures

1. Candidates and officeholders recommended by the CTA State Council shall be deemed recommended unless action is taken by the Executive Board and Representative Council to withhold the recommendation.
2. The Executive Board and Representative Council may approve the Political Action Committee recommendation to endorse or oppose a candidate after a process in which potential candidates are given equal access to the interview panel, and a good faith effort has been made to determine their positions on important issues concerning education.
3. The Political Action Committee shall issue letters or statements of recommendations for purposes of press releases or member education upon approval of the Executive Board or Representative Council.

E. Membership and Meetings

1. Members of the Political Action Committee shall be appointed by the President and approved by the Executive Board.
2. Meetings will be held semiannually in January and July. Additional meetings will be called by the Chairperson when there is business to conduct. All members of the committee shall be notified of the day, time and location of meeting. A quorum consisting of a simple majority of committee members is necessary to conduct business.

XVIII ELECTIONS COMMITTEE

4. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

XX. PEER ASSISTANCE AND REVIEW JOINT COMMITTEE

- A. The Association members Peer Assistance and Review Joint Committee (PARJC) shall be appointed by the President and approved by the Executive Board.**
- B. Association members of the PARJC shall represent the Association in decision making at the PARJC meetings. The scope of the PARJC shall be as per contractual agreement between the Association and the Lake Elsinore Unified School District.**

- C. An Association member of the Peer Assistance and Review Joint Committee shall be designated to attend Representative Council meetings and report on Peer Assistance and Review Joint Committee business.**

XXI. AMENDMENTS/PROCEDURES:

- A. Bylaws amendments must be published to the Active members of the Association.
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