

## BYLAWS

### Vacaville Teachers Association/CTA/NEA

#### I. NAME AND LOCATION

The name of this Association shall be the Vacaville Teachers Association/CTA/NEA in Solano County.

#### 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 to advocate and take action on all matters pertaining to public education;
- D. To promote cooperation and communication between education support professionals and certificated educators;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

#### III. AFFILIATION WITH THE CTA/NEA

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

#### IV. MEMBERSHIP

- A. The primary category of membership shall be Active members.
- B. Active membership shall be open to any person engaged in, or who is on a limited leave of absence from, non-administrative, non-supervisory, public education employment and is an employee of the Vacaville Unified School District.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual VTA/CTA/NEA dues appropriate to the class of membership.
- D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.



- E. Members shall 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. shall enjoy the same rights and privileges, regardless of age, gender identity, race, ethnicity, national origin and sexual orientation.
- H. Any and all disciplinary matters shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the governing body.
- I. 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.

## V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the 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 Representative Council at the last regular meeting of the school year. VTA dues shall be at least the minimum amount required for participation in CTA's Crisis Arbitration Fund.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full VTA/CTA/NEA dues.
- 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, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.
- E. The Vacaville Teachers Association shall be authorized to set up a Political Action Committee (PAC) fund/account to be used for political advocacy. This fund, called the Vacaville Teachers Association Political Action Committee or VTA PAC shall be funded by earmarking a portion of existing monthly dues and other monies through donations from members. The appointed Treasurer shall notify all members by September 30<sup>th</sup> of each year that an amount of \$1.50 per month (\$15 per year) will be transferred out of each member's current monthly dues and deposited into the PAC account. All dues-paying members shall be notified annually that they may, by October 31<sup>st</sup>, notify the Association if they do not wish any of their dues to be contributed to the PAC. Should any member indicate in writing that they do not wish any portion of their dues to be contributed to the PAC, the equivalent amount (\$1.50 per month/\$15 per year) shall remain in the general fund of the Association. Nothing in the bylaws shall prohibit VTA from transferring an amount equal to the total annual contribution from members into the PAC starting on November 1<sup>st</sup> of that fiscal year. PAC money shall be used for, but will not be limited to, educating the general voting public of VTA's positions regarding school board candidates or incumbents, parcel tax or local bond measures. If the



PAC fund has at least \$20,000, the VTA Representative Council may opt, by a two-thirds vote, to place a one-year moratorium on transferring the general fund money to the PAC.

F. The Vacaville Teachers Association shall be authorized to set up a VTA Scholarship Fund/account to be used for scholarships for graduating seniors of Vacaville Unified School District. This fund, called the Vacaville Teachers Association Future Educators Scholarship, shall be funded solely through donations from VTA members and/or fundraising efforts from members and other sources. No dues monies shall be used for this fund/account.

1. A small committee of VTA members (2-3) at each high school (Buckingham, Kimme/SWAE, Vacaville High, and Will C. Wood High) shall be established as the Site Scholarship Committee(s). Committee Chairs shall inform the VTA Treasurer of the names of those members on their committees.
2. Graduating seniors shall apply through the school's application process. The application shall include basic information about the student, academic progress, community involvement, financial need and an essay by the student explaining how and why they want to be involved in public education.
3. The Site Scholarship Committee(s) shall choose winners based on the above criteria. The money shall be awarded in these amounts:
  - a. Buckingham: one (1) \$1500 scholarship
  - b. Kimme/SWAE: one (1) \$1500 scholarship
  - c. Vacaville High: two (2) \$1500 scholarships each
  - d. Will C. Wood High: two (2) \$1500 scholarships each
4. If there are no applications or no recipients chose at a site, the money will be distributed evenly to the other scholarship winners for that year.
5. Site Committees may choose to split scholarships in half (for example, Buckingham may choose two (2) winners of \$750 each).
6. If the VTA Scholarship Fund does not have \$9000 to give in scholarship money in any given year, then the scholarship amounts will be reduced to reflect the amount the account has in it. If the fund has more than \$9000, then the scholarship amounts shall increase at each site.
7. The Site Scholarship Committee(s) shall report to the Treasurer the following:
  - a. Name and Address of each winner
  - b. Names of the Site Committee members
8. The Treasurer shall send notice of the award to each winner by the last day of instruction, if possible. This notice shall also include the requirements of the student to collect the scholarship.
9. Each winner shall provide the Treasurer with the following information:
  - a. Proof of current enrollment (half time to full time status) to the winner's college
  - b. Instructions as to how the college wants checks made



- out for deposit into the winner's student account
- c. Mailing address of the college
- d. The winner's student number or permanent number

10. Checks shall only be sent to the winners' student accounts at the college(s) they are enrolled.

11. All scholarships must be claimed by March 1<sup>st</sup> of the next calendar year. Scholarships that are not claimed by March 1<sup>st</sup> shall not be disbursed and will be included in the scholarship award amounts the following year.

## VI. 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;
  - 2. Faculty Representatives elected on the basis of one-person one-vote;
  - 3. The following additional representatives:
    - a. Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio non-voting, unless otherwise elected to the Representative Council
  - 4. Active members of a chapter shall have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly-elected Representatives or Seated Alternates.
  - 5. State Council Representatives:
    - (a) Single Chapter Representative(s) – voting members
    - (b) Multiple Chapter Representative(s) – ex-officio, non-voting members unless otherwise elected to the Representative Council
- 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 ad hoc committees and/or task forces including the membership of those bodies as recommended by the Executive Board; and
  - 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least once during each month, except June and July. The August and December Representative meetings shall be optional. The number, place, and time of the meetings shall be decided by the Executive Board.



- E. The Representative Council meeting of the Vacaville Teachers Association are open to the members of the Vacaville Teachers Association. Invited guests may attend the meeting with approval of the president and/or his/her designated representative. Invited guests may only speak with prior approval and/or majority approval of the Representative Council.
- F. 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. Special meetings of the Representative Council shall only be called for a specific purpose and only that business shall be considered.
- F. Notices and agendas for all meetings of the Representative Council shall be made available to all members of the Representative Council at least two (2) days prior to the date of the meeting.
- G. 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.
- H. Representative Council meetings that are conducted electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

## VII. REPRESENTATIVES

- A. Faculty representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Representatives shall serve a term of one (1) year.
- C. Each faculty shall be entitled to at least one representative and shall have one representative for each twenty (20) active members on the faculty, or major fraction thereof. For the purposes of representation and faculty representative numbers, an Active member that works at two (2) or more sites shall be represented by the site at which the member spends the majority of his/her time.
- D. Active members 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: Vacancies in the office of Representative for whatever cause shall 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 members
  - 3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose



4. Actively engage site members with support from the VTA membership engagement committee
5. Perform such additional duties as prescribed by the Executive Board
6. A Faculty Representative may not conduct an election in which he/she is a candidate

G. Faculty Groups may elect Alternate Representatives

1. An Alternate shall attend Representative Council meetings if an elected Representative cannot attend a meeting.
2. Alternate Representatives shall have full voting rights at Representative Council meetings only when attending in place of elected Representatives.
3. A Faculty Group may elect at most one-half (1/2) of the total number of Representatives or the great fraction thereof. For example, a Faculty Group with 4 reps may elect up to 2 Alternates. A Faculty Group with 5 reps may elect up to 3 Alternates.

## VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice- President, a Recording Secretary, a Corresponding 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. Officers shall be elected for a term of two (2) years, commencing on June fifteenth (15<sup>th</sup>) of any calendar year. (no term limits)
- E. 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. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office, unless the Representative Council decides by a majority vote to hold a special election to fill the unexpired term of the President. 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. The President shall be the chief executive officer of the Association and its policy leader.  
The President shall:
  1. Preside at all meetings of the Association, the Representative Council and Executive Board;
  2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
  3. Be the official spokesperson for the Association;
  4. Adhere to the governance documents of the Association, CTA, and NEA;



5. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
6. Call meetings of the Association, Representative Council and the Executive Board;
7. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
8. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
9. Attend meetings of the Service Center Council of which the Association is a part; and
10. Attend other CTA/NEA meetings as directed by the Representative Council.
11. Order the payment of funds as necessary.

G. 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; and
4. Serve as coordinator of committee activities at the direction of the President.
5. Perform other duties as directed by the President

H. The Recording 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 members of the 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; and
4. Perform other duties as directed by the President

I. The Corresponding Secretary shall:

1. Carry on the correspondence pertaining to the affairs of the association as directed by the President
2. Collect mail from the VTA PO Box and distribute in a timely manner
3. Keep an accurate record of attendance at each executive board and representative council meeting. These records should be shared with the recording secretary to be included in the official minutes
4. Keep an accurate roster of the membership and assist the membership chair as needed
5. Perform other duties as directed by the President

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. Prepare 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; and
6. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.
7. Develop the budget of the association with the President for presentation and approval at the April executive board meeting. An approved budget from executive board, shall be sent for approval to the representative council at the May representative council meeting.
8. Revise the budget as directed (if necessary) by representative council
9. Perform other duties as directed by the President.

#### IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the Officers, the state council representatives (as long as the state council representative is an Active member of VTA), the past president, seven (7) at-large elementary directors, including all of Sierra Vista, one (1) secondary director to represent Jepson, and one (1) secondary director for Vaca Pena, two (2) secondary directors to represent Will C. Wood High School, Ed Services, Nurses, and SPED (at the ESC), one (1) secondary director to represent Buckingham High School, Kimme ISP, Kimme WRAP and Adult Ed, and two (2) secondary directors to represent Vacaville High School and Shereene Wilkerson Academy of Excellence. Chairs of the committees may attend Executive Board meetings for the purpose of reporting committee activities. Chairs of committees (i.e., grievance chair, bargaining chair, etc.) are not voting members of Executive Board, unless they simultaneously hold a position with voting rights.
- 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 elementary and secondary directors of the Executive Board shall be elected with open nominations and by secret ballot and only be elected by their appropriate grade/site level constituency.
- D. The directors of the Executive Board shall be elected for a term of two (2) years (no term limits), commencing on June fifteenth (15<sup>th</sup>) of any calendar year
- E. 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. 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 within two (2) Executive Board meetings to elect successors to fill the unexpired terms.
- F. The Executive Board shall meet before each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.



G. Meetings of the Executive Board of the Vacaville Teachers Association are for the elected members of the Executive Board, the most recent past president of the Vacaville Teachers Association and non-voting committee chairs (as needed). Invited guests may attend the meeting with approval of the president and/or his/her designated representative. Invited guests may only speak with prior approval and/or majority approval of the Executive Board.

H. 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 all appointments and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote the President's appointments and removal of committee members, including chairpersons;
7. Adopt the Standing Rules for the Association;
8. Adopt a grievance procedure;
9. Direct the grievance activities of the Association; and
10. 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.

I. The duties of the Directors shall be to:

1. Serve as a member of the Executive Board and Representative Council
2. Communicate information and coordinate activities with the representatives of the schools for which they serve
3. Assist the representatives with membership forms, cards and rosters at the schools for which they serve
4. Assist the representative with elections at the schools which they serve (provided they are not on the ballot themselves)
5. Perform other duties as directed by the President

J. A quorum for all meetings of the Executive Board shall consist of a majority of all the elected members of that body.

#### X. 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 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. General Membership meetings that are conducted electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire membership, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.
- E. A quorum for meetings of the Association shall be a majority of the Active membership.
- F. General Membership meetings of the Vacaville Teachers Association are open to members of the Vacaville Teachers Association. Invited guests may attend the meeting with approval of the president and/or his/her designated representative. Invited guest may only speak with prior approval of the president and/or his/her designated representative.

## XI. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- B. The Bargaining Team shall be composed of at least two (2) representatives from each of the following grade level classifications: K-6 and 7-12. The number of Bargaining Team members will be determined by the President with concurrence from the Executive Board. There shall be a minimum of four (4) Bargaining Team members.
- C. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board..
- D. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- E. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team..
- F. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires..
- G. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership..
- H. 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..
- I. Employees in the bargaining unit shall be surveyed by the Bargaining Team to determine contents of the proposed contract demands, and the Executive Board shall approve the contract proposal for the bargaining unit.
- J. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership..
- K. 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 unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active 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(s) in processing grievances;
  - 2. Training for handling grievances; and
  - 3. Evaluation of the Association's grievance policies and procedures.

## XIII. NOMINATIONS AND ELECTIONS

The chapter 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*. The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.

- A. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year.
- B. Elections shall be conducted with:
  - 1. Open nomination procedure;
  - 2. Secret ballot;
  - 3. All Active members vote;
  - 4. Record of voters receiving or casting ballots;
  - 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections 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.
- D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
- E. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines. VTA Local Delegates to the NEA shall be elected to three (3) year terms, starting with June 20, 2014.
  - 1. If the number of delegate slots is decreased during a three (3) year term, then the Local Delegate(s) with the lowest vote total(s) shall become a Successor Delegate(s) for the remainder of the term.
  - 2. If the number of delegate slots is increased during a three (3) year term or a Local Delegate resigns his/her slot, then Successor Delegate(s), in order of most votes earned, become Local Delegate(s) to fill in the open slot(s).



i. If there are no Successor Delegates, an election (or vote by acclamation if the number of candidates does not exceed the number of new slots) shall be held to fill the open slots to complete the three (3) year term.

F. The duties of the Elections Committee shall be to:

1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
2. Establish election timelines;
3. Develop and carry out timelines and procedures;
4. Prepare ballots for election of officers and such other elections as may be necessary;
5. Count the ballots and certify the results;
6. Handle initial challenges.

#### XIV. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued (as needed) 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.
- C. The Executive Board shall direct the activities of all committees, subject to the policies established by Representative Council.

#### XV. PARLIAMENTARY AUTHORITY

On all matters of procedure not otherwise covered by the provisions of these Bylaws, *Robert's Rules of Order*, latest revised edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

#### XVI. AMENDMENTS/PROCEDURES:

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. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Recording Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.





