Bylaws of the Vacaville Teachers Association/CTA/NEA
ADOPTED by VTA Rep Council on 11/17/2026

I. NAME AND LOCATION

The official 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 relation 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 Black, Indigenous, People of Color (BIPOC) 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 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 shall be granted upon initiation of payroll deduction or upon payment of annual Association/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. Members shall enjoy the same rights and privileges, regardless of age, gender identity, race, ethnicity, national original 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 AND ASSESSMENTS

A. The basic annual dues level for Active members shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
B. The Association's portion of the basic annual dues, shall be established by the action of the Representative Council at the last regular meeting of the school year. VTA annual dues shall be at least the minimum amount required for participation in CTA's Crisis Arbitration Fund, if applicable.
C. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status makes the member ineligible for membership. If by October 31 of any calendar year a member has neither 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.
D. 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 (VTA PAC) shall be funded by earmarking a portion of existing monthly dues and other monies through donations from members. Members shall be notified by September 30th of each year that an amount of $1.50 per month ($15 per year) shall be transferred out of each member's current monthly dues and deposited into the VTA PAC account. Members shall be notified annually that they may, by October 31st of each year, notify VTA PAC that they do not want any of their dues to be contributed to the VTA PAC. Any member that indicates in writing on the VTA PAC Opt Out Form that they do not want any portion of their dues to be contributed to the VTA PAC, the equivalent amount ($1.50 per month/$15 per year) shall remain in the general fund of the Association. Members who want to opt out shall do so on an annual basis. Nothing in these bylaws shall prohibit VTA from transferring an equal amount to the total annual contribution from members in the VTA PAC fund starting on November 1st during that fiscal year. VTA PAC money shall be used for, but shall not be limited to, educating the general voting public of VTA's positions regarding school board candidates and/or incumbents, parcel tax or local bond measures. If the VTA PAC fund has at least $20,000, the VTA Representative Council may open, by a two-thirds vote, to place a one-year moratorium on transferring general fund money to the VTA PAC.
E. The Vacaville Teachers Association shall be authorized to set up a scholarship fund to be used for scholarships for graduating seniors of the Vacaville Unified School District. This fund, called the Vacaville Teachers Association Future Educators' Scholarship, shall be funded solely through donation from VTA members and fundraising efforts from members and other sources. No dues monies shall be used for this fund.
    1. Each high school site's VTA Site Representatives and Directors shall comprise the Site Scholarship Committee for each site.

2. Graduating seniors that express interest in pursuing a career in public education shall apply through each school's scholarship 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 pursue a career in public education.
3. The Site Scholarship Committee shall choose winners based on the above criteria. Priority shall be given to students who are dependents of VTA members.
4. The amount of scholarships shall be:
    a) Buckingham: one (1) scholarship
    b) Kimme/SWAE: one (1) scholarship
    c) Vacaville High: two (2) scholarships
    d) Will C. Wood High: two (2) scholarships
5. A Site Scholarship Committee may choose to split scholarships.
6. If there are no applications and/or no recipient chosen at a site, the money shall be distributed evenly to the other scholarship winners for that year.
7. Each scholarship amount shall be determined by dividing the amount in the scholarship fund on July 1st of any fiscal year, except for at least $100, as determined by the Treasurer. For example, for 4 full scholarship winners and 2 half scholarship winners and a fund balance of $12500, each full scholarship winner shall receive $2480 and each half scholarship winner shall receive $1240, with $100 left in the fund.
8. Each Site Scholarship Committee shall report the name, phone number and mailing address of each scholarship winner to the Treasurer.
9. The Treasurer shall send notice of the scholarship award to each winner by the last day of instruction. This notice shall also include the requirements of the student to collect the scholarship.
10. 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 submit the money to the winner's college, including the student's college ID number
11. Scholarship checks shall only be sent to the winners' student accounts at the college(s) they are enrolled.
12. All scholarships must be claimed by March 1st of the next calendar year. Scholarships that are not claimed by March 1st shall not be disbursed and any leftover funds shall 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, which is composed of Active members of the Association through whom power is derived and decision-making is accountable.
B. The Representative Council shall be composed of the following Active members:
    1. Voting members of the Executive Board
    2. Representatives elected on the basis of one-person, one-vote
    3. The following additional ex-officio non-voting representatives:
        a) Any members of the Association who hold CTA/NEA offices or committee appointments (unless otherwise elected to the Representative Council)
    4. 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 committees not required by these bylaws and/or task forces; and
   4. Establish the dues of the Association

D. The Representative Council shall schedule its meetings monthly during the school year. The pace and time of meetings shall 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 only be called for a specific purpose and only that business shall be considered.

G. Notices and agendas for each meeting of the Representative Council shall be provided to all members of the Representative Council no less than two (2) 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.

I. Representative Council meetings that are conducted electronically may be held if representatives may interact in the meeting. Representatives 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 Recording Secretary.

J. A quorum for all meetings of the Representative Council shall consist of a majority of all elected members of the Representative Council.

K. 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.

L. Invited guests may attend the meeting with the approval of the President. Invited guests may speak with the majority approval of the Representative Council.

VII. REPRESENTATIVES

A. Representatives shall be elected by and from the Active membership for each faculty group. Such elections shall be by open nominations and by secret ballot.

B. Representatives shall serve a term of one (1) year.

C. Each faculty, site or site unit shall be entitled to at least one (1) representative and shall have one (1) representative for each twenty (20) Active members on the staff, or major fraction thereof. For the purposes of representation and 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 their time.

D. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representative 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. Representatives shall:

1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site 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 in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose;
4. Actively engage members, with support from the VTA Membership Engagement Committee; and
5. Perform such additional duties as prescribed by the Executive Board.

G. A Representative shall not conduct an election in which they are a candidate.
H. Faculty groups may elect Alternative Representatives. Any duly-elected Alternate Representative may attend Representative Council meetings, but may only vote when attending in place of an elected Representative. The number of elected Alternate Representatives shall be no more than the number of Representatives elected for the faculty group.

VIII. OFFICERS

A. The officers of the Association shall be President, Vice-President, Recording Secretary, Corresponding Secretary and 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 in office.
C. These officers shall be elected by and from the Active membership of the Association. Such elections shall be by open nominations and secret ballot.
D. Officers shall be elected for a term of two (2) years, commencing on June 15th of any calendar year. There shall be no term limits for the officer positions.
E. A vacancy shall exist in the case of death, resignation, or inability to serve in any of these officer positions. 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. The President shall be the chief executive officer of the Association and its policy advocate.The President shall, subject to other provisions of these Bylaws:
    1. Preside at all meetings of the Association, the Representative Council and Executive Board;
    2. Prepare the agenda for the meeting of the Association, the Representative Council and the Executive Board;
    3. By 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 all committees by the beginning of each school year;
    6. Appoint the chairperson and members of the Bargaining Team by the beginning of each school year;
    7. Call meetings of the Association, Representative Council and the Executive Board;
    8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
    9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;

10. Attend meetings of the Service Center Council of which the Association is a part;
11. Attend other CTA/NEA meetings as directed by the Representative Council; and
12. 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;
    4. Serve as coordinator of committee activities at the direction of the President; and
    5. Perform other duties as directed by the President.

H. The Recording Secretary and the Corresponding Secretary shall:
    1. Maintain 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 the Representative Council and Executive Board, and to the membership when appropriate.
    3. Maintain an accurate roster of membership of the Association (with assistance from the Membership Chairperson) and of all committees;
    4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
    5. Collect mail from the VTA post office box and distribute in a timely manner; and
    6. Perform other duties as directed by the President.

I. 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. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law;
    6. Develop a budget of the Association with the President for presentation and approval at the April Executive Board meeting. The approved budget shall be presented to the Representative Council at the April Representative Council meeting and shall be voted on at the May Representative Council;
    7. Revise the budget as directed by the Representative Council; and
    8. Perform other duties as directed by the President.

IX. EXECUTIVE BOARD

A. The Executive Board shall be composed of:
    1. The elected officers
    2. State Council Representatives (as long as the representatives are Active members of VTA)
    3. And the following elected Directors:
        a) Seven (7) Elementary Directors (includes the TK-5 grade portion of members at Sierra Vista)
        b) Seven (7) Secondary Directors, described as follows:

(1) One (1) Middle School Director for Vaca Pena and the 6-8th grade portion of Sierra Vista
(2) One (1) Middle School Director for Willis Jepson
(3) One (1) High School Director for Buckingham, Kimme, 7-12 ISP, and Adult Education
(4) Two (2) High School Directors for Will C. Wood and ESC
(5) Two (2) High School Directors for Vacaville High and SWAE

c) Directors are elected by Active membership of the Association in compliance with the "one-person, one-vote" rule. Such elections shall be by open nominations and secret ballot.
d) Directors shall be elected only by their appropriate grade/site level constituency.
e) Directors shall be elected for a term of two (2) years, commencing on June 15th of any calendar year.
f) A vacancy shall exist in the case of death, resignation, or inability to serve in any of these director positions. In the event a vacancy occurs, a special election shall be held to elect successors to fill the unexpired terms.

4. Chairs of committees may attend Executive Board meetings for the purpose of report committee activities. Chair of committees are not voting members of the 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 Executive Board shall meet prior to 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.
D. Invited guests may attend Executive Board meetings with the approval of the President. Invited guests may only with approval of the majority of the Executive Board.
E. The duties and responsibilities of the Executive Board are:
    1. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws;
    2. Act for the Representative Council when school is not in session;
    3. Coordinate the activities of the Association;
    4. Adopt, amend and publicize the local Standing Rules for the Association;
    5. Recommend a budget for the Association to the Representative Council;
    6. Approve by majority vote thePresident's appointments and removal of committee members, including chairpersons;
    7. Approve by majority vote the President's appointments and by two-thirds (⅔) vote removal of barging team members;
    8. Direct the bargaining activities of the Association, subject to the policies established by the Representative Council; and
    9. Adopt grievance procedures and direct grievance activities of the Association.
F. The duties and responsibilities of the Directors are:
    1. Serve as a member of the Executive Board and Representative Council;
    2. Communicate information and coordinate activities with the representatives of the faculty groups for which they represent;
    3. Assist representatives with membership rosters, elections and member engagement for the faculty groups they represent; and
    4. Perform other duties as directed by the President.

G. A quorum for all meetings of the Executive Board shall consist of the majority of 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 a 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. Association 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 Recording Secretary.
E. Invited guests may attend the meeting with approval of the President. Invited guests may speak with approval of the President.
F. A quorum for meetings of the Association shall be a 50% of the Active membership.

XI. BARGAINING TEAM

A. The duties of the Bargaining Team are to represent and to bargain for bargaining unit members.
B. The President shall appoint all members,alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board. The Bargaining Team shall be composed of at least two (2) representatives from each of the following grade level classifications: PreK-6 and 7-12. The number of Bargaining Team members shall be determined by the President with concurrence from the Executive Board. There shall be a minimum of four (4) Bargaining Team members.
C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
D. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team.
E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board.
F. All bargaining unit members shall be surveyed to determine the contents of the proposed contract demands. The contract proposal shall be approved by the Executive Board.
G. The Bargaining Team shall report its activities to the Executive Board as the Board requires.
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. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the 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

A. The chapter shall follow and members are entitled to the rights contained in the *CTA Chapters Elections Guidelines* published annually with the *CTA Election Manual*.
B. The 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.
C. 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.
D. The duties of the Elections Committee shall be to:
    1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
    2. Establish, develop and carry out election timelines and procedures;
    3. Prepare ballots for election of officers and such other elections as may be necessary;
    4. Count the ballots and certify the results; and
    5. Process initial challenges.
E. Elections shall be conducted with:
    1. Open nomination procedure;
    2. Secret ballot;
    3. All Active member vote;
    4. Record of voters receiving or casting ballots; and
    5. Majority vote, unless otherwise specified.
F. State Council Representative elections shall be conducted in accordance with TA rules after notification by the CTA Elections and Credentials Committee.
G. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.
H. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules. VTA Local Delegates shall be elected to three (3) year terms.
    1. If the number of delegate slots is decreased during the three (3) term, then the Local Delegates with the lowest vote totals shall become Successor Delegates for the remainder of the term.
    2. If the number of delegate slots is increased during the three (3) year term or a Local Delegate resigns their slot, then Successor Delegates, in order of the most votes earned, become Local Delegates to fill in the open slots.
    3. If there are no Successor Delegates, an election (or vote by acclamation by theRepresentative Council 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.

XIV. COMMITTEES

A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to the 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 the Representative Council.

XV. PARLIAMENTARY AUTHORITY

A. 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

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