

**STOCKTON TEACHERS ASSOCIATION
STANDING RULES**

I. DUTIES OF THE OFFICERS

A. Duties of the President

The President shall be the chief executive officer of the Association and its policy leader. The President shall:

1. Serve as the chief executive officer of the Association and its policy leader;
2. Preside at all meetings of the Association.
3. Prepare the agenda for the Executive Board and Representative Council (Rep Council);
4. Be the official spokesperson for the Association;
5. Be familiar with the governance documents of the Association, CTA and NEA;
6. Appoint all chairpersons and the bargaining team, with the approval of the Executive Board.
7. Call meetings of the Executive Board;
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.
10. Attend other CTA/NEA meetings as directed by the membership;
11. Facilitate the selection of bargaining team members through an interview process, with selected team members subject to the approval of the Executive Board.
12. Shall be paid a stipend of \$2,000.00 for the summer (June);
13. Shall not assume any other job while serving as President, which would conflict with regular Association business;
14. Monitor employee compensatory time, (vacation days, personal necessity leaves and other situations); and report to executive board monthly
15. Be one of the two primary signers of the four officers authorized to sign checks (with two signatures required for each and every check)
16. Serve as ex-officio (non-voting) member of all committees.
17. STA will pay for the President's conference , Summer Institute, Region 2 and two additional conferences of the president's choice for a total of 5 maximum paid by STA.
18. Gifts or Meals for non-STA members must get prior approval from Executive Board. Limit of one meal per month for office staff within the CTA budget guidelines.
19. President will ensure that Association Credit card is not used for personal expenses.

B. 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. Volunteer to work in the STA Office as needed;
5. Be eligible for release days to carry out the business of their office;
6. Serve as coordinator of the Association's special event and/or /conferences and/or workshops.
7. Be one of four officers authorized to sign checks (with two signatures required for each and every check);
8. Periodically attend Bargaining Team meetings and/or caucuses;
9. Attend Executive Board, Rep Council, and Personnel meetings.
10. Oversee all committees under organizing.

C. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Executive Board and Rep Council;
2. Be responsible for the submission of minutes-of the Executive Board and Rep Council meetings to the STA office;
3. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
4. Volunteer to work in the STA Office as needed;
5. Attend Executive Board, Rep Council, and Personnel meetings and;
6. Be one of four officers authorized to sign checks (with two signatures required for each and every check);

D. The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for them safekeeping and accounting.
2. Pay out such funds upon orders of the President.
3. Provide a written and oral report on the financial status of the Association quarterly at the Board and Rep Council meetings.
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership.
5. Maintain an accurate roster of membership of the Association.
6. Is one of the two primary signers of four officers authorized to sign checks (with two signatures required for each and every check);
7. Volunteer to work in the STA Office as needed;
8. Keep accurate records of conference attendees and the required written reports;
9. Regularly collaborate with the Membership Coordinator; and

10. Attend Executive Board, Rep Council, and Personnel meetings.
11. Are eligible for up to two, half-day releases to meet with the auditor(s).
12. Are available **a minimum of** twice a month to sign checks.
13. Reconcile accounts by the end of each month.
14. Is reimbursed for mileage incurred for travel from the STA office to the bank.
15. The Treasurer will provide the Executive Board with detailed monthly ledger reports. Also available to general membership upon request to be viewed in office only.
16. "\$40 maximum per meal budget to be utilized when the Treasurer is doing the treasurer duties consisting of two hours or more, outside of Executive Board Meeting and Rep Council Meetings as food is already provided. Budget not to exceed \$500 per year.

II. DUTIES OF THE EXECUTIVE BOARD

- A. Establish or discontinue committees subject to the approval of the Representative Council;
- B. Approve all committee/task force chair appointments.
- C. Approve the appointments of Bargaining Team and Strategy Team members;
- D. Remove Bargaining Team, Strategy Team, Executive Board, and committee members (for cause) by a two-thirds (2/3) vote and;
- E. Appoint a Grievance Committee (**maximum of 8** members) for the purpose of reviewing and Directing the processing of all grievances.
- F. Recommend a finalized budget for the Association to the Representative Council by the last meeting of the year;
- G. Approve standing rules and amendments.
- H. Recommend budget revisions to the Representative Council as necessary;
 - I. Adhere to the adopted budget, assuring that any exceptions or cost overruns in any line item are covered by a corresponding transfer from another line item;
- J. Approve election procedures and timelines proposed by the Elections Committee
- K. Call special elections.
- L. Executive Board members may be removed from the Executive Board by a (2/3) vote if the member fails to attend two consecutive meetings or three total meetings within a school year.

III. Duties of Site Representatives:

1. All members who serve as Site Reps must be in good standing with STA;
2. Attend all Rep Council meetings;
3. Must be elected by the members at their site by ballot or acclamation.
4. Hold monthly site meetings;
5. New site reps attend the STA/CTA training

IV. STA/SUSD COMMITTEES

All members who serve on a joint STA/SUSD committee shall be members in good standing with an interest in and some knowledge of the issues dealt with in that committee. Since they represent the Association, they shall be guided by the Executive Board with duties and responsibilities delineated in the STA/SUSD Agreement.

A. Affirmative Action: One (1) representative (SUSD Board committee).

B. Catastrophic Illness Leave: Three (3) members to “review and approve all Applications for leaves to be charged to the Catastrophic Leave Bank.” (Article 7.17.6 in the Agreement).

C. Curriculum: One (1) representative (Article 15.13 in the Agreement).

D. District Educator Administrator Relations (DEAR): Six (6) representatives: Chairs of the Restructuring, Curriculum, Special Education, Year-Round, Staff Development, and Public/Community Relations Committees to “discuss issues that improve student learning.” (Article 32.1 in the Agreement).

E. Employer/Employee Relations: Three (3) members “to maintain a channel of communication between the District and STA.” (Article 10.3 in the Agreement).

F. Educational Policies and Professional Practices Committee (EPPPC): Three (3) members, or as many as are deemed necessary to “establish a dispute resolution center.” (Article 32.2.1 of the Agreement).

G. Facilities: One (1) representative. (SUSD Board committee)

H. Health and Safety: Three (3) representatives to “study the safety issues raised by the parties.” (Article 16.13.1 of the Agreement).

I. Insurance: Three (3) representatives. (Article 4 of the Agreement).

J. Peer Assistance and Review (PAR): Three (3) representatives

K. Staff Development: One (1) representative. (Article 15.13 of the Agreement).

V. PROCEDURES FOR ATTENDANCE AT CONFERENCES AND MEETINGS

A. Selection of Attendees

1. Chairs and new members of appropriate committees, Executive Board members, and Representative Council members will be notified of upcoming

conferences and meetings in a timely manner.

2. Persons interested in attending will have their names placed on a list upon payment of a deposit .
3. The Executive Board will determine the number of members who are budgeted to attend each conference/meeting and the amount of deposit required. Members are limited to no more than three conferences per school year that are paid for by STA.
4. If there are more volunteers than available slots, the Executive Board will decide who may attend and will place the remaining names on a waiting list.

B. Payment of Expenses

1. Ordinarily, STA will pay:
 - a. registration fees
 - b. half the cost of a double occupancy hotel room (if necessary)
 - c. cost of transportation (as determined by the Executive Board) Rental cars and ride services must have prior approval of the Executive Board or will be reimbursed at the current mileage rate.
2. In the event a person authorized to attend does not attend, he/she will forfeit the deposit.
3. Persons who remained on the waiting list (and therefore did not get to attend) shall have their deposit refunded immediately.
4. For those persons attending, refund of their deposit and any reimbursement owed to them shall be made only if the attendee has fulfilled the accountability requirements.

C. Accountability of Attendees

1. In order for the Association to benefit from attendance at conferences and meetings, each attendee shall complete a report form, stating which sessions he/she attended and discussed at least one session.
2. This report, along with proof of attendance, hotel bills and mileage statement shall be turned in to the STA Office and shared with the Executive Board and Representative Council.

D. Accountability of Delegates to the NEA Representative Assembly

1. NEA Delegates are elected according to STA Bylaws, Article XV.
2. Delegates are expected to attend every California caucus meeting and NEA Representative Assembly session. One (1) delegate will be appointed by the

STA President to verify attendance.

3. STA delegates **must** attend a special orientation meeting held by the association in order to receive a partial payment check. No checks may be mailed to delegates.
4. Each delegate will provide the association with a post-dated check equal to the amount of the initial payment at the orientation meeting. The check will be returned if the member attends the conference or notifies the association at least three weeks prior to the convention that they are unable to attend.
5. By the October Rep Council meeting, the STA delegation in attendance at the NEA Representative Assembly shall make a presentation about the events that occurred at the convention.
6. STA's delegates will receive funding as voted on by the Executive Board prior to holding the NEA Delegate election.

IV. NOMINATIONS AND ELECTIONS

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee shall be appointed.
3. The Elections Committee shall be composed of at least three (3) members.
4. The chair of the Elections Committee shall be appointed by the President.
5. Members of the Elections Committee shall be approved by the Executive Board.
6. A member shall abstain from participation in Elections Committee activities during the period in which his/her immediate family member is a candidate.

B. Election Requirements

1. The chapter may ensure that an open nomination procedure is in place (i.e. any member may nominate any member, including himself/herself). Only reasonable qualifications for office such as membership in the chapter may be required.
2. Every member shall be assured of voting by secret ballot.

3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if she/he desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

C. Announcement

1. The announcement of election shall include the offices, lengths of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not date of postmark.
 - b. date for acknowledgement of declarations from candidates.
 - c. date for preparation of ballots.
 - d. date on which ballots will be distributed.
 - e. date/s when voting will take place.
 - f. deadline date for requesting absentee ballot.
 - g. deadline date, time and place for return of ballots, including absentee ballots.
 - h. date, time and place where ballots will be counted.

- i. date/s that announcement of results will be made to leadership, candidates and members.
- j. dates and timelines for run-off election, if necessary.
- k. deadline for filing of challenges.

E. Finances

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.

F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right of access to a list containing the names and last known addresses of all members.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

G. Ballot

1. The names of the candidates shall be printed on the ballot in (CTA election alphabet, in alphabetical order or in an order pre-selected by the unit for one year). The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.

2. Voting shall be by one or a combination of the following methods:
 - a. At a school site(s) or
 - b. a specified voting site

- 3.) Electronic Method of Voting
 - 1.) Electronic voting does not replace elections committee
 - 2.) STA shall use a CTA approved vendor
 - 3.) Electronic/online voting shall not create a situation where an eligible member is denied a means to vote in the election.
 - a. STA shall ensure that there is an alternative ballot procedure for use by those members who:
 - i. Does not have access or use an electronic/online environment;
 - ii. Who do not have the necessary equipment for electronic/online activities; or
 - iii. Who do not wish to vote electronically or vote online.
 - iv. The alternative ballot procedure shall comply with one of the methods described below
 - b. Members may vote electronically at STA Office or designated site using a provided private electronic device.
 - c. Members may vote using a private paper ballot at the STA Office or designated site. Members choosing to vote this way need to be verified and sign in on a paper roster.

- 4.) Voting at School Site(s)/Specified Voting Site
 - a. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - 1) Voter Roster – List of eligible voters.
 - 2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
 - 3) The marked ballot must be returned to a designated site representative or ballot box.
 - 4) An Association representative may not conduct an election in which he/she is a candidate.

(If a Site Representative is a candidate, refer to the Elections Committee, A6.)

I. Counting of Ballots

1. The Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
2. The Elections Committee shall count valid ballots and set aside any ballot/s on which there is a question, such as:

Counting of Ballots (continued):

- a. blank ballot

- b. voter not a member
 - c. voter's intent unclear
 - d. votes cast for more than number allowed
 - e. vote cast on unofficial ballot
 - f. vote cast for ineligible candidate
3. The Elections Committee shall make a determination on whether the vote/s in each category should be counted and make a note of the decision. Each category of ballot shall be kept separate.
4. The Elections Committee shall prepare the Final Report, recording the following information:
- a. Total number of ballots cast
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass
 - d. The number of votes received by each candidate or issue
 - e. A notation whether the set aside votes would affect the outcome
 - f. Signature of each Elections Committee member present during the preparation of the report.
6. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
7. The President shall announce the results as prescribed by the timelines.
8. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
9. The ballots shall be retained for one (1) year after the election.

J. Observers

1. Each candidate shall be allowed to have an observer/s (put appropriate number if more than one) at the vote counting site and shall give the name/s of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

K. Challenge Procedure

1. A challenge cannot be initiated until after the results of the election have been Posted.
2. The challenging party/ies must notify the unit President of a challenge in

writing within ten (10) days after the announcement of the results of the election.

The notification must:

- a. specify which requirement has been violated.
- b. include evidence, insofar as possible.
- c. list names and addresses of parties who can give evidence.

3. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's Bylaws and Standing Rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.

4. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.

5. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

L. Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.

2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three (3) persons supporting the proposed measure and responsibility for its circulation.

3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.

4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10% or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

5. The circulators shall present to the chapter president the petition/s

containing original signatures.

6. The chapter president shall have five (5) school days in which to verify the membership of the signers of the petition.

7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures.

8. The chapter president shall have three (3) school days in which to verify the membership of the additional signers.

9. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) school days after verification of membership, provided that the period that school is officially not in session shall not be included in the count.

10. Regular election procedures (e.g., election of officers) shall be followed including voting times.

11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

M. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds (2/3) vote of the Representative Council at any valid meeting.

2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.

3. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.

4. Regular election procedures (e.g., election of officers) shall be followed including voting times.

5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
2. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three (3) persons supporting the proposed recall and responsibility for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of sixty (60) school days shall be permitted to obtain the signatures of at least 25% or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot. Petition may be done electronically via a google form.
5. The circulators shall present to the chapter president the petition/s
6. The chapter president shall have ten (10) school days in which to verify the membership of the signers of the petition.
7. If there are sufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional fifteen (15) school days in which to gather and submit the necessary signatures. The chapter president shall have five (5) school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than twenty (20) school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
11. The proposal shall take effect immediately upon receipt of the required

number of votes, unless otherwise specified.

Revisions distributed to Executive Board on 2/07/24

Revisions approved by the Executive Board on 3/06/24

Revisions distributed to Rep Council on 2/14/24

Revisions approved by the Rep Council on 3/13/24