

# Standing Rules of the Evergreen Teachers Association

## **Article I: Purpose and Scope**

1. These Standing Rules of the Evergreen Teachers Association (ETA) are a means of recording certain practices and policies of the governing and policy-making bodies of ETA.
2. These Standing Rules are not intended to supplant or substitute for the Bylaws of the Association. In every case in which a conflict arises between these Standing Rules and the adopted Bylaws of ETA, the Bylaws shall take precedence.
3. These Standing Rules are authorized by Article IX, Section G, #7 of the ETA Bylaws.

## **Article II: Adoption and Amendment**

1. These Standing Rules shall be in effect only after being approved by a simple majority of the ETA Representative Council at a regular meeting at which a quorum is present at the time the vote is taken.
2. These Standing Rules may be amended in whole or in part by a simple majority vote at any meeting of the ETA Rep Council, following a proper motion to do so. Unless otherwise specified, any amendments to these Standing Rules shall take place immediately following passage of the motion.
3. Under parliamentary rules, portions of these Standing Rules can be temporarily suspended during a meeting, following a proper motion and an affirmative vote of at least 2/3 of the body.

## **Article III: ETA Committees**

There shall be the following standing committees: Communications, Conferences/Hospitality, Curriculum, Elections, Grievance, Member Engagement, Organizing, and Public Relations.

1. Communications
  - a. This committee shall interact with members directly through email and various social media (Facebook, Twitter, Instagram) to enhance our sense of community and common interest.
  - b. Survey members as needed. Share results with the Executive Board.
2. Conferences/Hospitality
  - a. This committee shall provide food for Executive Board and Representative Council meetings.
  - b. Coordinate Association holiday and retirement celebrations.
  - c. Facilitate attendance at a variety of CTA/NEA annual conferences.
3. Curriculum
  - a. This committee shall collect concerns of the membership on issues regarding curriculum and bring matters of concern to the Representative Council with recommendations of solutions to issues and problems.
  - b. Represent the Teachers Association on the District Curriculum Committee and report issues and matters of concern to the Representative Council.
  - c. Represent the Teachers Association at district professional development meetings and sessions related to curriculum implementation, and monitor the piloting process for new materials.
  - d. Monitor changes to curriculum, which might impact members' working conditions and inform the Executive Board.

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4. Elections
    - a. This committee shall conduct the elections of the Association as delineated in the current CTA Elections Handbook.
    - b. Maintain a file on all activities pertinent to its function.
    - c. Submit reports to the Representative Council upon request, or as otherwise specified.
  5. Grievance
    - a. This committee shall be charged with the responsibility of investigating and filing grievances involving possible contract violations at any school site or district wide as outlined in the ETA/Evergreen School District Contract Agreement.
    - b. Process and mediate complaints. A complaint is an alleged violation, misinterpretation, or misapplication of established policy and/or administrative regulation. Complaints shall not be subject to arbitration.
    - c. Make the ETA President aware of any complaint or grievance submitted to the Grievance Chairperson for processing.
    - d. Maintain the required level of confidentiality at all levels by all parties involved.
    - e. File all documents and other correspondence pertaining to a formal complaint or grievance.
  6. Member Engagement
    - a. This committee shall work to engage members at the site and district levels by:
      - Identifying issues relevant to members. Work with Communications Committee to conduct surveys.
      - Building capacity – Identify new leaders, develop positive relationships, identify existing networks of influence, and agitate colleagues towards collective action.
      - Facilitating member education and trainings.
      - Coordinating social activities – Plan and carry out activities designed to give members and their families opportunities to interact.
  7. Organizing Committee
    - a. This committee shall provide assistance to the Bargaining Team in the following areas:
      - Communications – Supply negotiations information to the community and ETA membership using the following methods: newsletters, telephone trees, text messages, personal contact, e-mail, news releases, etc.
      - Strategy – Formulate and help carry out actions that will support the Bargaining Team during the negotiation process.
    - b. The chairperson shall be elected by the committee with the approval of the Executive Board.
  8. Public Relations
    - a. The president or designee shall publicize all Association activities, plans, and programs to the news media (newspapers, and other local media).
    - b. Work with community through leaders to relate and promote the Association's aims, goals, and objectives.
    - c. Promote and publicize teacher-designed programs to enhance the Association's reputation in the community.
    - d. Publish leaflets, booklets, brochures, etc., necessary to keep the teachers, parents, press, and community informed.
    - e. Promote the value of cultivating, building, and sustaining community-based support for public education.
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## Article IV: ETA Treasury

1. ETA members requesting reimbursement for authorized expenses must use the claim form approved by the ETA Treasurer and must provide originals of applicable receipts.
2. Claim for Reimbursement forms must be submitted within 30 days of incurring the expense, unless extenuating circumstances exist. In such cases, members must apply for reimbursement within 60 days of incurring the expense, and must attach a written explanation of the extenuating circumstances.
3. ETA members receiving checks issued by the Treasurer and drawn on an ETA account must cash or deposit those checks within 6 months of issuance. The Treasurer has the option to initiate a “stop payment” on checks after this time, and not issue a replacement.
4. If the Treasurer denies a claim for reimbursement, the member may appeal to the Executive Board for repayment.

## Article V: Conference Policy

1. The Evergreen Teachers Association recognizes that one of the roles it must fill is to enable both organizational and professional growth in its individual members, and one method of doing so is to facilitate attendance at a variety of CTA/NEA annual conferences.
2. Expectations
  - a. Members who expect ETA to defray the costs of attending conferences must attend the conference and participate fully in the activities scheduled during the conference.
  - b. Members (excluding elected or appointed) who attend conferences will be required to write an article summarizing the information gathered for dissemination within ETA upon their return.
3. Selecting Members for Conferences
  - a. The total ETA budget for Conferences should include possible attendance by Executive Board members, Rep Council members, and General membership.
  - b. ETA members from within these three groupings shall have the opportunity to learn about the possibilities of conferences and apply to be selected as attendees. As soon in each school year as practical, costs for attendance at conferences will be estimated and the number of attendees at each applicable conference will be determined.
  - c. When more applications are forthcoming than the budgeted amount allows, consideration should be given to selecting attendees based upon:
    - Positional requirement (elected as delegate vs. casual attendance, elected/appointed vs. general membership)
    - First-time requests or number of requests in a given year
    - Value to the Association as a whole
    - Grant Application Deadline
    - Random drawing at a meeting early in the year

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- d. ETA will only defray costs for attendance at selected CTA/NEA conferences unless Rep Council action approves otherwise on a case-by-case basis.

## 4. Defrayal of Costs

- a. ETA should establish a budget to reimburse members for conference attendance, and should adopt guidelines for how such budgeted funds should be disbursed.
- b. When appropriate, reimbursement should be provided to cover costs of registration, transportation, housing, meals, certain incidentals (bridge tolls, shuttles, airport parking, rental cars), and substitute teachers.
- c. The maximum amount allowed for reimbursement of airfare is the lowest airfare available 30 days before the meeting/conference.
- d. The maximum amount allowed for reimbursement of car travel is the shortest highway route at the current CTA mileage rate, or coach airfare, whichever is lower.
- e. Housing reimbursement shall be applicable only in circumstances where the conference spans multiple days, and the conference site is far enough away from the member's home to make daily auto commute impractical.
- f. When overnight housing is appropriate, members may choose either single-occupancy or double-occupancy hotel/motel space, at the recommended Conference hotel/motel, and ETA will reimburse accordingly. Valid costs are limited to charged room rates and taxes, internet, and parking where applicable. Discretionary items, such as entertainment, telephone, laundry, and room service, will not be reimbursed. Unless specific prior arrangements are made, members will initially pay their own lodging costs and then apply for reimbursement.
- g. Reimbursement for meals shall be for no more than the current approved CTA meal rate, as adjusted from time to time. In 2015/2016 CTA maximums for meals are: the actual amounts for meals including tax and tip shall not exceed \$80 in any one day. Tip will be reimbursed up to 18%. Members shall not be reimbursed for meals that are provided as a part of normal conference registration. Extra meals required by auto travel are not reimbursable.
- h. To the extent possible, ETA will take advantage of conference attendance cost defrayal assistance offered by NEA, CTA, the Santa Clara County Service Center Council, and/or the Mt. Hamilton Council before expending chapter funds.
- i. Members will submit Claim for Reimbursement forms to the ETA Treasurer, and will attach all necessary original receipts within 30 days of expenditure.

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## Article VI: Meeting Attendance

1. Executive Board
  - a. Expectation is Members will attend all monthly meetings of EBoard (usually first Tuesday) as well as Rep Council (usually third Tuesday).
  - b. In the event of an unavoidable conflict, Member will contact the President as soon as possible to inform him/her of the upcoming absence.
  - c. Repeated absences may result in loss of stipend (see Article VII).
2. Negotiators
  - a. At least one member of the Negotiations Team will attend all monthly meetings of EBoard (usually first Tuesday), and School Board (usually second Thursday). All members of the Negotiations team will attend the monthly Rep Council meetings (usually third Tuesday).
  - b. In the event of an unavoidable conflict, Negotiators will contact the President as soon as possible to inform him/her of the upcoming absence.
  - c. Repeated absences may result in loss of stipend (see Article VII).

## Article VII: Stipends

1. EBoard Officer monthly stipends are as follows:
  - President - \$300 (2 summer months)
  - Vice President - \$300
  - Secretary and Treasurer - \$250
2. EBoard Members-At-Large - \$100 (10 months)
3. Negotiators stipends are as follows:
  - Chair - \$150 per month (10 months)
  - Other Members - \$100 per month (10 months unless bargaining is done in the summer)
  - All Negotiators receive \$500 per new contract, paid upon publication.
  - If there is a non-participating Recorder, s/he is paid \$50 per month during those months when negotiating meetings occur.

## Article VIII: Elections

ETA agrees to follow and abide by all guidelines as delineated in the current CTA Elections Handbook.