

BYLAWS
MONTEREY BAY TEACHERS ASSOCIATION/CTA/NEA

I. NAME AND LOCATION

The official name of this Association shall be the Monterey Bay Teachers Association/CTA/NEA in Monterey County.

II. PURPOSES

The primary purpose 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;
- 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 CTA/NEA

- A. The Monterey Bay Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).

IV. MEMBERSHIP

- A. The primary category of membership shall be Active members.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Monterey Peninsula Unified School District, and whose primary assignment is such as not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.
- 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. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.

- H. No member of the Association may be disciplined by the chapter without due process. Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross-examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. The member has 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.
- J. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, 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, and the representation fee for non-members, shall be established by action of the active membership of the Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee on the same percentage basis as the full Association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make 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.
- E. Refunds: No part of the dues paid by a member shall be refundable upon the member's resignation from the school district or upon the member's expulsion from the Association for unprofessional conduct.
- F. Change: The professional membership of the Association shall vote, by secret ballot, on any issue that changes the dues structure.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be the 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. Voting members of the Executive Board;
 - 2. Representatives elected on the basis of one-person one-vote;
 - 3. Zone Representatives;
 - 4. Board of Directors, ex-officio;
 - 5. State Council Representatives; ex-officio
- 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 recommended by the Executive Board; and
 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least seven (7) times per year; the number, place and time of meetings to 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 be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
 - G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least 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. 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. 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(s).
- C. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each twenty-five (25) Active members on the staff, or major fraction thereof.
- D. Active members who are not represented through an individual school 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 may 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; and
 4. Perform such additional duties as prescribed by the Executive Board.
 5. Maintain an up-to-date roster of members.
 6. Seek to enroll those eligible for membership who commence employment at a time other than the opening of school and shall inform them of the various special

services and functions of the Association.

7. Attend at least one (1) Board of Education meeting during her/his term of office.

G. A Representative shall not conduct an election in which he/she is a candidate.

H. Zone Representatives: There will be five (5) Zone Representatives. A representative shall work within the zone from which he/she is elected and shall serve for a two-year term on the Board of Directors and Representative Council. Zone Representatives attend monthly meetings of the Board of Directors and Representative Council. Zone Representatives aid faculty representatives in the performance of their duties and assist individual members from schools within their zones. Zone Representatives shall communicate the issues discussed at Board of Directors to the Faculty Representatives in their zone prior to Representative Council meetings, serve on standing committees and solicit increased involvement from the general membership for committee work. Nominees for these positions shall have served in some capacity in the Association and shall be placed on the ballot at the same time as the election of the officers of the Association and shall be elected by the Association members. Elected representatives will take office at the May meeting of the Representative Council for their respective terms.

For the purpose of representation by the Zone Representatives, the District has been divided into five zones as follows:

1. Zone 1-Marina Del Mar Children's Center, Marina Vista, Olson, Crumpton, Los Arboles Middle School, Marina High; (vote takes place in spring of odd years. For example, an election was held in spring 2015 for this position that will start in fall of 2015)
2. Zone 2 -Bay View, Monte Vista, Colton, Monterey High; (vote takes place in spring of even years)
3. Zone 3 - District Office, La Mesa, Foothill, Del Rey Woods. (Del Monte if the campus returns to MPUSD use); (vote takes place in spring of odd years)
4. Zone 4 - Highland, Ord Terrace, King, Cabrillo, Home Teachers (Manzanita if the campus returns to MPUSD use); (vote takes place in spring of even years)
5. Zone 5 - Central Coast High, Hayes, Dual Language Academy of the Monterey Peninsula (formerly Stilwell), Marshall, Seaside Middle, Seaside High; (vote takes place in spring of odd years)

I. In the event that a Zone Representative transfers from her/his zone or resigns the position, the President shall seek nominations at the next Representative Council meeting. An election shall be held prior to the subsequent Representative Council meeting.

VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice-President, and a Secretary/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 one (1) year(s), commencing at the last

representative council meeting 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 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. Be familiar with the governance documents of the Association, CTA, and NEA;
 - 5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year and may with the approval of the Board of Directors, establish other committees, either special or standing, or abolish committees not required by the charter of the Association;
 - 6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;
 - 7. Call meetings of the Association, Representative Council, Board of Directors 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; and
 - 11. Attend other CTA/NEA meetings as directed by the Representative Council.
 - 12. Be an ex-officio member of all committees;
 - 13. Maintain active contact with the Board of Education and members of the administration;
 - 14. Suggest plans and policies for all standing and special committees;
 - 15. Be held responsible for the progress and work of the Association;
 - 16. Appoint a parliamentarian to serve in all meetings of the general membership, Board of Directors, and Representative Council;
 - 17. Present a proposed calendar of all Association activities at the first Board of Directors and Representative Council meetings of the year
- 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. Be responsible for the orientation of the faculty representatives when they assume their duties and for ensuring that they receive the assistance necessary for them to carry out their responsibilities; and
5. Serve as coordinator of committee activities at the direction of the President.

H. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, Board of Directors, 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, Board of Directors, 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. Carry on the correspondence pertaining to the affairs of the Association 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, Board of Directors, 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
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers, (and may include members elected at-large from the Active membership, as long as this complies with the "one-person – one-vote" rule).
- 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. The duties and the responsibilities of the Executive Board are:
 1. Coordinate the activities of the Association;
 2. Act for the Representative Council when school is not in session;
 3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
 4. Approve by majority vote appointment 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 all appointment and removal of committee members, including chairpersons;
7. Adopt the local Standing Rules for the Association;
8. Adopt 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.

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

X. BOARD OF DIRECTORS

A. Composition: There shall be a Board of Directors composed of the Executive Board, five Zone Representatives, and the chairpersons of the following committees: Consult, Improvement of Instruction, Legislative, Political Activities, Professional Policy, Retirement, Salary & Finance, Special Services, Public Relations, and Bargaining Team and any MBTA State Council Representatives. The Professional Relations Committee chairperson and the Grievance Officer shall be ex-officio members of the Board of Directors. The President will appoint a parliamentarian to serve on the Board. All members of the Board shall be professional members of the Association.

B. Powers and Duties: The Board of Directors shall have the following powers and duties:

1. To exercise all the corporate powers of the Association and to supervise and control its business affairs subject only to the limitation and restrictions provided by law, by these Bylaws and Standing Rules, or by a 2/3 vote of the Representative Council;
2. To appoint and remove any paid employee of the Association, fix her/his compensation, describe her/his duties, and to require such agreements and bonds as may be necessary to insure faithful service;
3. To authorize the execution of contracts and other agreements necessary to the efficient conduct of business of the Association;
4. To prepare and recommend the financial budget to the Representative Council, supervise receipts and expenditures, and set up proper procedures for the safekeeping and accounting of funds of the Association;
5. To incur indebtedness in the name of the Association for such sums as are necessary for current operations and any sums for a major project provided that is has been approved by the Representative Council;
6. To call special meetings of the Representative Council;
7. To provide for the maintenance of complete records of minutes of the Board of Directors and Representative Council meetings, for the maintenance of membership records, and for the preparation of annual reports of finances for the Association;
8. To provide for an annual audit of finances for the Association;
9. To carry out policies established by the Representative Council and supervise the work of all committees; and

10. To establish the time and place for general meetings.

XI. MEETINGS:

- A. General Meetings: One general meeting shall be held each year.
1. 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.
 2. 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.
 3. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
 4. A quorum for meetings of the Association shall be 10 percentage of the Active membership.
- B. Representative Council: The Representative Council shall meet once each month of those months when all schools are in session, but in no case shall it hold fewer than seven (7) meetings during such period.
1. The President with the approval of the Board of Directors shall determine the time and place. By majority vote, the Representative Council may set aside a scheduled meeting in excess of seven (7), call a meeting of the Council, or change the time and place of anyone (1) meeting.
 2. A quorum for all meetings of the Representative Council shall be established when representation is present from a majority of the constituencies of the Association and a majority of the Representative Council are present.
- C. Board of Directors: The Board of Directors shall meet at least one week prior to scheduled meetings of the Representative Council to agree upon agenda items and consider other items within their jurisdiction.
1. The President may call special meetings, or any member thereof may request that the Board meet in special session.
 2. A quorum for all meetings of the Board of Directors shall be established when a majority of the members of the Board are present.
- D. Executive Board Meetings: The Executive Board shall be called to meet by the President whenever the need arises.
- E. Special Meetings: The President may call a special meeting with the approval of the Board of Directors and shall call such a meeting upon the written petition of thirty-five (35) professional members. In all cases, a specific purpose for the meeting must be stated and no business other than that for which the meeting is called may be transacted.

XII. ORDER OF BUSINESS

- A. Board of Directors: The following shall be the order of business for all regular meetings unless changed for a particular meeting by a vote of two-thirds (2/3) of those present.
1. Call to Order
 2. Reading, Correction and Adoption of Minutes of Previous Meetings
 3. Reading of Correspondence
 4. Report of Treasurer

5. Report of Committees
6. Report of Negotiations Team
7. Unfinished Business
8. New business
9. Adjournment

B. Representative Council: The order of business for Representative Council meetings shall be the same as that of Board of Directors, unless changed for a particular meeting by a vote of two-thirds (2/3) of those present.

XIII. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all 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.
- 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 subject to policies established by the Representative Council. The Executive Board is distinct from the Bargaining Team.
- F. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Representative Council in that unit.
- 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.

XIV. 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.

XV. 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. The duties of the Elections Committee shall be to:
 - 1. Ensure that all Association/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; and
 - 6. Handle initial challenges.
- B. 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.
 - (a) Local Nominations: The immediate Past-President shall chair the Nominating Committee that shall consist of the five (5) most immediate Past Presidents of the Association who are still active. If there are less than five (5) Past Presidents in attendance, then the Nominating Chair may also include members of the Executive Board and Zone Reps. The Nominating Committee shall present a list of nominees for the offices of President, Vice President, Secretary/Treasurer, and Zone Representatives when necessary at the February meeting of the Representative Council and shall call for further nominations from the floor for each position.
- C. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.
- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

XVI. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board, Board of Directors and Representative Council.
 - 1. All committee chairpersons shall submit a written report of their committee's activities

to the President by no later than the Tuesday prior to the Board of Directors meeting. Time-sensitive information may bypass this process.

- C. There shall be the following committees: Consult, Curriculum, Human Rights, Improvement of Instruction, Legislative, Membership, Political Involvement, Professional Policy, Professional Relations, Public Relations, Retirement, Salary & Finance, Special Services, Master Contract Writing, and the Bargaining Team. The chairpersons of these committees shall be members of the Board of Directors except as provided below. Membership is not limited to any type of assignment.
- D. Other special committees, primarily concerned with service to the membership, may be established in the Standing Rules. Chairpersons of such committees shall be ex-officio members of the Board of Directors and regular members of the Representative Council unless other provisions are made in the Standing Rules.
- E. No person shall serve more than four (4) consecutive years as the chairperson of the same committee. The Board of Directors shall have the power to accept the resignation of a person appointed chairperson of a committee or recommend to the Representative Council that a chairperson be removed from office.
- F. All committees shall be charged with the responsibility of ensuring that the recommendations and concerns of the membership are presented and fully considered. Schools should send a representative to serve on each committee except for specifically constituted committees. Proposals prepared for inclusion in the Master Contract shall be approved by a majority vote of the committee's members and submitted to the Representative Council for final approval.
- G. Consult: This committee shall meet and confer with District representatives on all matters not pertaining to Collective Bargaining (Master Contract) as directed by Representative Council or as requested by the District. All agreements reached with the District shall be ratified by a majority of the Representative Council. The President, with the advice and consent of the Board of Directors, shall appoint five (5) members and one (1) alternate to the Consult Committee. There shall be representation from each level of instruction. They shall serve for one (1) year and may be reappointed. This committee is expected to coordinate closely with the Bargaining Team.
- H. Curriculum and Instruction: This committee represents the Association belief that as professional educators we must be in the vanguard for educational reform. This committee shall analyze curriculum changes proposed by the District or by MBTA members. It shall be responsible for developing MBTA positions to all such proposed changes. The area of responsibility of this committee shall also include restructuring proposals developed by the District or members. Positions taken by this Committee must be presented to the Board of Directors and to the Representative Council, which remains the principal policy maker for the Association. The President shall appoint the chair and one member from elementary, middle, and senior high levels.
- I. Human Rights: This committee shall raise the awareness of the membership to human and civil rights issues through the promotion of positive human relations. It shall offer and encourage leadership in the development of human rights programs in the Association. It shall provide information to the Association that is relevant to human and civil rights issues. It shall monitor the involvement and participation of all members (including minorities) in the policy-making process and in all practical operations at all levels of the chapter. The chairperson of this committee shall be appointed by the President and serve as a member of the Board of Directors and Representative Council.

- J. Improvement of Instruction: This committee shall analyze the implementation of District instructional procedures and policies. It shall prepare proposals for inclusion in the Master Contract, which may include, but not be limited to, class size, staffing, in-service education and issues of members in specialized areas.
- K. Legislative: This committee shall maintain a continuing study of proposed legislation affecting schools and teachers. It shall keep the members informed regarding such proposed legislation and its progress while the Legislature or Congress is in session. It shall propose and carry out methods for the Association to support the legislative program. It shall plan any activities designed to establish closer relationship with state and national legislators representing this area. It shall accept and study legislative proposals from members and recommend appropriate action to the Association.
- L. Membership: This committee shall organize and coordinate events and activities for Association members and their families. It shall also develop and publish a monthly calendar of such events and activities. These events and activities shall be consistent with the stated purposes for which the Association is established.
- M. Political Involvement: The Association has the power to establish a Small Contributors Committee (SCC) Fund as deemed necessary. All contributions to the fund shall be on a voluntary basis. The Political Involvement Committee shall be composed of a majority of contributors to the SCC Fund. The Political Involvement Committee shall screen known candidates for public office and invite candidates to speak to the committee and the Association. It shall investigate proposed bond issues and other Ballot Measures and make recommendations to the Board of Directors and Representative Council. It may disburse SCC funds to Association endorsed (recommended) local school board candidates. It may disburse SCC funds in support of Association recommended positions on local and statewide ballot measures. It shall encourage members to participate in partisan political organizations (in the political process) and in community service organizations. It shall review actions taken by the Board of Education and make recommendations to the Board of Directors and Representative Council.
- N. Professional Policy: This committee shall study personnel policies of the District and make recommendations for changes as problems arise or as directed by the Association. It shall prepare proposals for inclusion in the Master Contract which may include, but not be limited to, the following areas: employee rights, organizational security, grievance procedures, safety conditions, evaluation, work day, leaves, the calendar, transfer and Association rights. This committee shall confer with the Grievance Officer when appropriate.
- O. Professional Relations: This committee shall promote understanding and practice of professional conduct and democratic procedures as outlined in the Code of Ethics for California teachers. It shall be concerned with interpretation of District personnel practices and shall assist members with problems that arise in the areas of personnel practices and ethical relationships within the District. It shall work toward the professional growth of the membership.
1. The committee shall consist of no more than nine (9) members and the committee chairperson. All members must be tenured.
 2. This committee shall elect its own chairperson at its organizational meeting in May. Members of the committee shall service for a three (3) year term and vacancies on the committee shall be filled by the President with the approval of the Board of Directors and Representative Council.
 3. There shall be representation on the committee from all three levels of instruction.

The chairperson shall be an ex-officio member of the Board of Directors and Representative Council.

4. This committee shall make recommendations to the Professional Policy Committee regarding improvement or clarification of existing contract provisions or District policies.
- P. Public Relations: This committee shall be responsible for publicizing the Association's position on educational issues. The function of this committee may be served by a Public Relations officer. This committee shall be responsible for publishing "NEWSWAVES" on a regular basis.
- Q. Retirement: This committee shall keep members informed about the State Teachers Retirement System (STRS) and its benefits. It shall assist retiring members and relatives of deceased members by giving them information on procedures to be followed and benefits to which they are entitled. It shall inform retiring members of the benefits available through membership in CTA for retired teachers. It shall prepare proposals for inclusion in the Master Contract regarding retirement. Proposals prepared for inclusion in the Master Contract shall be approved by a majority vote of the committee's membership and submitted to Representative Council for final approval.
- R. Salary and Finance: This committee shall make a study of state and local school revenues, the District's existing salary schedules and budgetary provisions of the District. It shall consider revisions requested by members and report its findings and recommendations to the membership. It shall prepare proposals for inclusion in the Master Contract on all salary issues as well as any issues regarding monetary compensation of any type. Salary and monetary compensation proposals shall be approved by the majority of the committee's membership and submitted to the Representative Council for final approval.
- S. Special Services: This committee shall study issues affecting health and welfare benefits for members. It shall prepare a fringe benefit proposal for inclusion in the Master Contract that shall be approved by a majority vote of the committee's membership and submitted to Representative Council for final approval.
- T. Master Contract Writing: This committee shall be chaired by the Vice President whose responsibility it will be to coordinate the committees' proposals, establish proposal timelines, and organize the initial and final drafts of the Master Contract proposal. The committee will have no authority to alter any proposals without the approval of the appropriate committee or Representative Council. The chairpersons of the committees shall present their proposal in proper contract language to a committee of the Vice President and her/his appointees. This committee shall be responsible for writing the provisions of the Master Contract concerning "Recognition, Completion of Agreement, Term of Agreement, and Savings Provision." Proposals that have not gone through committees may be presented directly to the Representative Council and, if approved, proposals will be directed to the proper committee for study.

XVII. PARLIAMENTARY AUTHORITY

- A. *Robert's Rules of Order, Newly Revised*, latest edition, shall be followed at all meetings of the Association, the Representative Council, Board of Directors, and the Executive Board.

XVIII. 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 Secretary-Treasurer and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

- B. Standing Rules: The Standing Rules shall be approved and/or amended upon receiving a simple majority at any regular meeting of the Representative Council or of the general membership.
- C. Suspension of Bylaws: To provide for emergencies, Bylaws and Standing Rules may be suspended by a two-thirds (2/3) vote of the Representative Council in attendance.