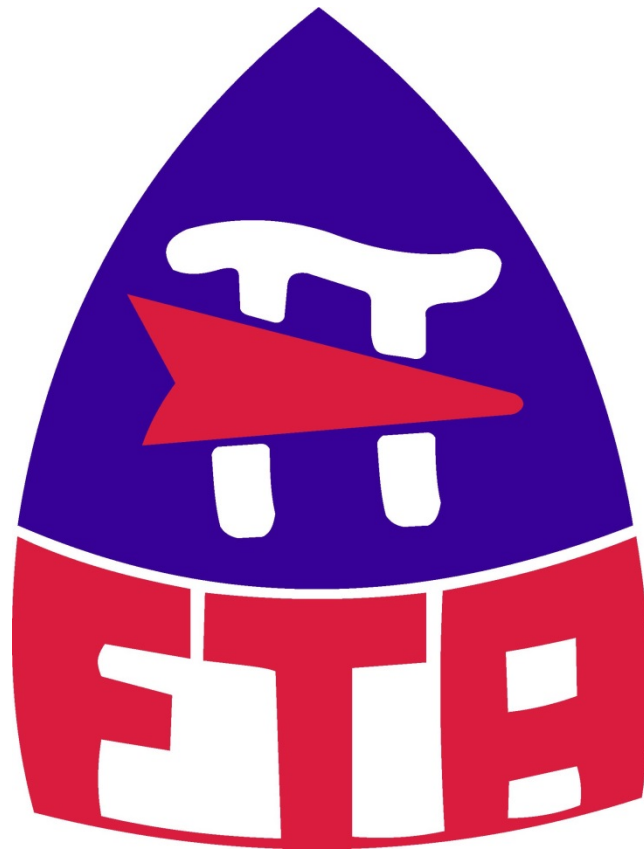


STANDING RULES



Fresno Teachers Association

June 2013

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Table of Contents

TITLE	PAGE
<u>Rule I - President's Job Description</u>	
A. General Responsibilities	1
B. Specific Responsibilities	1-2
C. Evaluation	2
D. Full-Time Release President's Summer Salary	2-3
<u>Rule 11 - Professional Staff & Associate Staff</u>	
A. Authority	3
B. General	3
C. Evaluation	3
<u>Rule III - Committees and Task Forces</u>	
A. General	4
B. Standing Committees	4
Retirement	4
Social Courtesy	4
Bargaining Team	4-5
Peer Assistance and Review Panel (PAR)	5
C. Activities, Reports, and Recommendations	5-6
<u>Rule IV – Nominations and Elections</u>	
A. Elections Committee	6
B. Elections Requirements	6
C. Elections Procedures for Officers, Directors-at-Large, CTA State Council Representatives, and NEA Representatives Assembly	7-8
D. Timeline	8-9
E. Candidates & Campaigning	9-10
F. Distribution of Ballots and Method of Voting	10
G. Counting of the Ballots	10-11
H. Declaring Winners	11-12
I. Run-Off Elections	12
J. Reporting Results	12-13
K. Challenges	13
L. Other Elections/Voting	13
M. Recall	13
N. Initiative Procedures	13-14
O. Referendum Procedures	14
<u>Rule V - College Circle Corporation</u>	
A. Authority	14
B. Representatives	14
<u>Rule VI - Naming and Certification of Representative Council Members</u>	
A. Election	15
B. Reporting	15

**Rule VII - Establishment of Full Complement and Quorum
Of Representative Council Members**

- A. Full Complement 15
- B. Quorum 15

Rule VIII - Fiscal Policies

- A. Investment Policy 15
- B. Authority 15-16
- C. Budget Development, Approval and Revision 16-17
- D. Treasurer's Report 17
- E. Financial Statements and/or Audits 17
- F. Payment approval Forms 17
- G. Checking accounts and checks 17-18
- H. Savings accounts 18
- I. Personal and travel Expenses 18-19
- J. Crisis, Arbitration, Legal Defense Funds 19-20

Rule IX – Waiver Process 20-21

Rule X - Awards and Recognition

- A. Friend of Education 21
 - 1. Purpose 21
 - 2. Qualifications 21
 - 3. Nominations 21
 - 4. Selection of Recipient 21
 - 5. The Award 21
 - 6. Deadline for Nomination 22

Rule XI - Executive Board - Attendance at Regular Meetings

- A. Definition of a regular Executive Board Meeting 22

Rule XII - Inspection of Corporate Records by Members 22

**Rule XIII – Annual Determination of Number of
Faculty Representatives per School** 22

FRESNO TEACHERS ASSOCIATION

STANDING RULES

RULE I - PRESIDENT'S JOB DESCRIPTION

A. GENERAL RESPONSIBILITIES

1. Provide leadership and direction in the development of Association policy matters to be established by the Executive Board, Representative Council and the Membership;
2. Plan and conduct the above governance meetings;
3. Secure volunteers for all Association committees, task forces, joint FTA/District Committees and any ad hoc groups needed to perform a special task;
4. Identify, by September 30 of each year, the specific tasks to be undertaken by each committee or task force and meet with committee chairpersons to transmit such tasks. Other ad-hoc committees or task forces appointed after September 30th shall meet the above requirements as soon as possible;
5. Develop leadership training for actual and potential Association leaders;
6. Comply with the Association's policies, bylaws, and standing rules;
7. Serve as the official spokesperson for the Association, unless the President specifically delegates such functions to another person;
8. Visit faculties in all District schools , to the extent possible.

B. SPECIFIC RESPONSIBILITIES

1. Shall preside at all governance meetings of the Fresno Teachers Association;
2. Shall call special meetings of the Representative Council or the Executive Board;
3. May serve as a non-voting, ex-officio member of all Association Committees, with the exception that he/she may not serve on the Election Committees;
4. Shall appoint all Committee chairpersons, and suggest all committee members, with approval of the Executive Board;
5. Shall represent the Fresno Teachers Association at state and national association meetings where representation is appropriate;
6. Shall be responsible, with the assistance of the Executive Board and Professional Staff, for a calendar of events for the current year;
7. Shall attend the meetings of the Fresno Unified School District Board of Education and prepare and present Association positions when appropriate;
8. Shall attend the meetings of the California Teachers Association State Council of Education as an elected delegate, when eligible, otherwise as ex-officio;
9. Shall, in conjunction with professional staff, participate in significant meetings with FUSD Administration, the FUSD Board of Education members and other community leaders;
10. Shall serve as editor of the Association's official publications and, as such, be responsible for making all editorial decisions;
11. Shall propose Association program priorities for the coming year to the Representative Council not later than the regular March meeting;
12. Shall present, at the May meeting of the Executive Board, a written report evaluating the progress of the Association in regard to established program priorities;
13. Shall assume responsibility for the fulfillment of duties by all officers of the Association and maintain compliance with Association Bylaws and Standing Rules;

14. Shall assume responsibility for reporting to the Executive Board professional staff actions which are allegedly not in conformance with Association Policy;
15. Shall, in conjunction with the professional staff, prepare agenda for Association meetings;
16. Shall be responsible for keeping records of Association proceedings and for overseeing the preparation and distribution of the minutes of the Representative Council and Executive Board;
17. Shall maintain contact with membership through school visitation or other appropriate means, and communicate membership concerns to the Executive Board;
18. Shall serve as official spokesperson for the Association with all public media;
19. Shall serve as liaison with appropriate community organizations;
20. Shall report the State of the Association in writing to the membership at the May Representative Council meeting;
21. Shall serve on all Contract Development Committees;
22. Shall fulfill such other responsibilities as directed by the Representative Council or Executive Board.
23. For purpose of interpretation, the term of the Immediate Past President shall constitute a one-year term of service as a voting member on the executive board. Term of office will begin immediately after leaving office as the President of the Association.

C. EVALUATION

1. The President shall be evaluated annually on the basis of the degree to which he/she fulfills his/her responsibilities as specified above.
2. The President's evaluation shall be conducted during the month of March by the Executive Board.
3. Members of the Executive Board and such other Association members as the Executive Board may designate shall develop an evaluation instrument for use in the evaluation of the President.
4. The President shall be provided with a written summary containing all pertinent points developed through his/her annual evaluation.
5. Further details concerning the evaluation procedure may be developed through discussions and agreement by the Executive Board.
6. All evaluations are to be considered confidential personnel matters only for use by the Executive Board and the President in meeting the goals of the Association.

D. FULL-TIME RELEASE PRESIDENT'S SUMMER SALARY

1. The full-time release President is paid according to placement on the FUSD salary schedule. FUSD will be reimbursed by FTA for contracted salary and all benefits. FTA pays the full-time release President an additional 20% for duties performed during the period of time when traditional school is not in session.
2. Even though the President's term of office is from July 1 to June 30, the additional salary will be effective August 1 to July 31 (the current FUSD employment contract year).
3. The rationale is that the President's entire stipend will be utilized for retirement and other benefits calculations. It will also eliminate the necessity for FTA to fund the employer portion of employment taxes directly as well as Workman's Compensation.

4. It will be FTA's responsibility to inform FUSD each year of the President's gross salary. This will become effective August 1, 2002.

RULE II - PROFESSIONAL STAFF AND ASSOCIATE STAFF

A. AUTHORITY

1. The Fresno Teachers Association shall employ a professional staff consisting of an Executive Director, and two (2) Associate Executive Directors and such additional personnel as may be required by the Representative Council through policy and budgetary provisions.

B. GENERAL

1. The Executive Director shall be directly responsible to the Executive Board when acting for and/or on behalf of the Fresno Teachers Association.
2. Professional and associate staff members shall be responsible to the Executive Board through the Executive Director when acting for and/or on behalf of the Fresno Teachers Association.
3. In the event that a question arises concerning interpretation of Association policy or intent of the Board, the Executive Director shall take direction from the Executive Board. The professional and associate staff members shall comply with the Executive Board's interpretation of Association policy and intent of the Executive Board.
4. Professional and associate staff members shall work at the direction of the Executive Director.

C. EVALUATION

1. Each professional staff member shall be evaluated annually on the basis of the degree to which he/she fulfills his/her assigned functions and duties as specified in the staff contract.
2. The Executive Board shall evaluate the Executive Director in March.
3. The Executive Board shall have an opportunity to provide input regarding the performance of assigned functions and duties of the associate staff in December and the professional staff in March.
4. The Executive Director shall conduct associate and professional staff evaluations in January and April respectively.
5. Each Staff member shall be provided with a written statement of all pertinent points on his/her evaluation.
6. Members of the Executive Board and such other Association members as the Executive Board may designate shall work with the Executive Director, associate and professional Staff respectively to alter or develop new staff evaluation instruments.
7. Further details concerning the evaluation procedure may be developed through discussions and mutual agreement between the associate and professional staff members and the Executive Board.

RULE III - COMMITTEES AND TASK FORCES

A. GENERAL

1. Standing committees of the Fresno Teachers Association shall be those listed under the provisions of this rule and those specified in the Bylaws.
2. Additional Association Committees and/or Task Forces may be established on an ad-hoc basis through official action of the Executive Board or the Representative Council.
3. In conformance with Association Bylaws, Committee Chairpersons shall be appointed by the President subject to approval, by majority vote, of the Executive Board. Appointments of Standing Committee Chairpersons will normally be submitted to the Executive Board at its regular September meeting.
4. Committee Chairpersons shall serve at the discretion of the Executive Board.
5. Additional members may be appointed to Standing Committees by the President with the approval of the Executive Board.

B. STANDING COMMITTEES

1. The standing Committees, along with the types of activities or concerns with which each shall deal, shall be as follows:
 - a. Retirement
 - 1) Promotes an awareness among Association members concerning provisions of the State Teachers Retirement System;
 - 2) Promotes support of legislation aimed at improving the Retirement System;
 - 3) Provides for the appropriate recognition of retiring Association members.
 - b. Social Courtesy (Chairperson only)
 - 1) Extends appropriate social courtesies on behalf of the Association at times of serious illness, bereavement, etc.
 - c. Bargaining Team
 - 1) Appointment of Team Members and Alternates
 - a) Bargaining team members and such alternates shall be appointed by the President and approved by the Executive Board in accordance with Article IV, Section 2 of the Bylaws and this Standing Rule. The current President and immediate past president (if available) or an alternative Executive Board member shall serve as Bargaining team members.
 - 2) Term
 - a) Bargaining team members and alternates shall be appointed to serve a four year term. Pursuant to Article IV, Section 2. E of the Bylaws, the Executive Board may remove a Bargaining team member. Appointments shall be staggered to maintain continuity and stability of the Bargaining team. Team members may be appointed to successive terms.
 - 3) Criteria for Appointments
 - a) The Bargaining team and alternates should represent the diverse interests of bargaining unit members. The selection of team members and alternates requires the consideration of age, sex, grade level, subject field, race and ethnicity, in individuals who have demonstrated the following qualities:

- i) Commitment to advancing the profession and economic interest of teachers
 - ii) Willingness to take risks for a cause or principle
 - iii) Good command of language and ability to articulate ideas and arguments persuasively
 - iv) Ability to act decisively and responsibly under pressure
 - v) Loyalty and integrity which are beyond question
 - vi) Ability to function as a team member
 - vii) Commitment to be well-prepared and willing to expend the time necessary to participate as an active team member.
- d. Peer Assistance and Review Panel:
- 1) Appointment of Team Members and Alternates
 - a) The members of the Peer Assistance and Review Panel shall be appointed by the President and approved by the Executive Board in accordance with this Standing rule.
 - 2) Term
 - a) PAR Panel members and alternates shall be appointed to serve a four-year term. Appointments shall be staggered to maintain continuity and stability of the Panel (adopted September 5, 2000: rotation beginning earlier with one member having a three-year term, and switching one each year thereafter). Panel members may be appointed to successive terms.
 - 3) Criteria for Appointments
 - a) The PAR Panel should represent the diverse interests of bargaining unit members. The selection of team members and alternates requires the consideration of age, sex, grade level, subject field, race and ethnicity. In addition, Panel appointees must be classroom teachers, in conformance with the PAR legislation. Individuals shall have demonstrated the following qualities:
 - i) Commitment to advancing the profession of teachers, and demonstrated exemplary practice as a classroom teacher
 - ii) Willingness to take risks for a cause or principle
 - iii) Good command of language and ability to articulate ideas and arguments persuasively
 - iv) Ability to act decisively and responsibly under pressure
 - v) Loyalty to the profession and integrity which are beyond question
 - vi) Ability to function as a team member
 - vii) Commitment to be well-prepared and willing to expend the time necessary to participate as an active Panel member.

C. ACTIVITIES, REPORTS AND RECOMMENDATIONS

- 1. Activities: All association committees and task forces with the exception of the Elections Committee shall be advisory to the Executive Board.
 - a. Committees and Task Forces shall meet as deemed necessary by their members except Standing Committees shall meet for organizational purposes no later than October 15 of each year.

- b. Committee and Task Force Chairpersons may schedule meetings and the use of Association facilities and may have notices of meetings sent to members by providing necessary information to the Association's associate staff.
 - c. All additional requests for secretarial work by committees and task forces shall be made through and given approval by the Executive Director or designee.
 - d. Committee and task force activities requiring any substantial expenditure of Association funds must be given prior approval by the Executive Board.
2. Reports
- a. Committees and task forces shall be assigned their tasks early in the school year and make periodic reports to the Executive Board concerning progress towards the accomplishment of those tasks.
 - b. Whenever possible, progress reports shall be presented in printed form.

RULE IV – NOMINATIONS AND ELECTIONS

A. ELECTIONS COMMITTEE

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board at the beginning of each school year.
3. The Committee shall be composed of members who are not on the Executive Board, except for the Board Liaison, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that all elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. ELECTION REQUIREMENTS

1. The Election Committee shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in good standing in FTA.
2. Every active member shall be assured of voting by secret ballot.
3. FTA members in good standing as of March 31 of the current school year shall be entitled to vote in the annual election of officers, directors-at-large, and state council representatives.
4. There shall be at least a fifteen (15) calendar day period between notice of election and the actual voting.

C. ELECTION PROCEDURES FOR OFFICERS, DIRECTORS-AT-LARGE, CTA STATE COUNCIL REPRESENTATIVES, AND NEA REPRESENTATIVE ASSEMBLY

1. The Election Committee Chairperson will inform the Representative Council, at the regularly scheduled meeting prior to the beginning of the election timeline, of the rules and regulations governing the election campaign, balloting procedure, returning of ballots, and verifying and counting of ballots.
2. The announcement of election shall include the offices, length of terms, and the election timeline.
3. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.
4. All ballots shall be designed and/or approved by the Elections Committee in accordance with the following:
 - a. The names of the candidates shall be printed on the ballot in CTA alphabetical order for that 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. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.
 - b. The ballot shall state the name of the office/position, the term, and the names of the candidates.
 - c. The ballot shall include space for a write-in candidate, except in run-off elections.
5. Executive Board positions which will become vacant as a result of a current Executive Board member who runs for an office other than the one he/she currently holds, will be declared vacant and subject to being filled in the April election of officers or Directors-at-Large.
 - a. Such Executive Board members must declare their candidacy not later than January 31. Eligible members after this date may submit their names by self-nomination forms for such vacancies or may be nominated at the March Representative Council meeting in accordance with Part XIII of the Bylaws.
6. The election of Executive Board officers, Directors-at-Large, and CTA State Council Representatives shall be carried out as follows:
 - a. The mailing list should exactly correspond to the current official roll of voting members as of March 31 of the current year.

- b. Ballots, envelopes and voting instructions shall be mailed to the home address of all eligible voting members.
 - 1) Instructions as to the placement of the ballot in the unsigned inner envelope, signature on the outer envelope addressed to the designated independent agent; and deadline date for receipt of the voted ballot to the designated independent agent.
 - 2) An inner envelope will be provided in which to place the voted ballot.
 - 3) An outer envelope will be provided that is addressed to the designated independent agent, on which the voter signs his/her name.
- c. When the ballots come in to the designated independent agent, they shall be date stamped and put in a locked safe place until the votes are to be counted.
- d. Individual ballots must be returned in individual sealed envelopes via U.S. mail and must be received at the offices of the designated independent agent prior to the closing of the business day for the designated independent agent on the date of the published election deadline. Ballots not received by the deadline shall be declared void.
- e. The verifying, opening and counting of the ballots shall begin after the deadline for the return of ballots.
- f. The verification and counting of ballots shall be done only by the designated independent agent and monitored by the Elections Committee.

D. TIMELINE

- 1. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for deadline for submission of materials for distribution via FTA courier.
 - f. Date for deadline for Candidate statement for inclusion in the FTA publication. Campaign statements must not exceed 250 words; any words in excess of 250 will be deleted. Submitted statements should be typed, proofread and sent to FTA electronically (email), faxed or hand delivered. Candidates must submit separate 250 word statements for each position for which they are running. If candidates have a photograph they wish published, it is to be submitted with the campaign statement making sure it is clear with good contrast. If the candidate does not submit a statement, this will be noted in the location where the candidate's name appears. Photographs and statements of candidates will appear according to the current official CTA alphabet;
 - g. Date on which Candidates for office will be allowed time for a campaign speech at the regularly scheduled April Representative Council meeting.
 - 1) 2 minutes for Executive Board positions and 1 minute for State Council.
 - 2) Speeches will be in order of office starting with President and based on the CTA alphabet order;
 - h. Date for preparation of ballots;

- i. Date on which ballots will be distributed;
- j. Date by which to request a ballot;
- k. Date(s) when voting will take place;
- l. Deadline date (date received, not post-marked date), time and place for return of ballots;
- m. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
- n. Date that announcement of results shall be made to President, candidates, members, and posted at each work site, which date shall be not later than two (2) calendar days following the counting of ballots;
- o. Dates and timelines for run-off election, if necessary; and,
- p. Deadline for filing of challenges to initial election.

E. CANDIDATES AND CAMPAIGNING

1. FTA 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 FTA's assets, facilities, staff, equipment, mailings, good will and credit.
3. FTA publications may not state its preference for a candidate.
4. The official logo of FTA or official Association title may not be used in a way that suggests that the candidate has the support of FTA, CTA, or any of its affiliates.
5. Privileges extended to one candidate shall be extended to all candidates.
6. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
7. All candidates for the FTA offices of President, Vice-President, Secretary, Treasurer, Director-at-Large, CTA State Council Representative, and delegate for the NEA-RA shall abide by the following campaign rules:
 - a. If requested candidates may receive a listing of members by school site only.
 - b. Candidates may purchase school address labels and envelopes at cost.
 - c. Candidates may avail themselves of the FTA mail courier service.
 - d. Candidates are responsible for packaging and addressing their campaign material for distribution by the FTA mail courier service, according to the deadline declared by the Elections Committee. No FTA clerical help, materials, or equipment may be used.
 - e. Candidates may not use the inter-school mail for distribution of campaign materials.
 - f. Candidates may not obtain or use any data lists which contain members' home addresses phone numbers, or email addresses for the purpose of campaigning.
8. Duties of Faculty Representatives include distributing campaign material(s) that received by the authorized FTA courier service. Additional campaign material may be distributed by the candidates and/or representatives by means other than courier or inter-school mail. A candidate or designee (not classified staff or students) may go directly to the school site and put campaign material into the teachers' mailboxes.

9. The Election Committee will inform the candidate of any violation of the election and/or campaign rules.

F. DISTRIBUTION OF BALLOTS AND METHOD OF VOTING

1. Each member shall receive a ballot.
2. Voting shall be by US Mail, and the procedures shall be as follows:
 - a. The mailing list shall exactly correspond to the current official roll of voting members.
 - b. Each voter shall be provided with:
 - 1) A ballot;
 - 2) Instructions on:
 - a) Placing of the ballot in the unsigned inner envelope;
 - b) Placing of the unsigned inner envelope into the outer envelope;
 - c) Signature and school on the outer envelope addressed to the designated independent agent; and
 - d) Deadline date for receipt of the voted ballot at the chapter office.
 - c. Inner envelope;
 - d. Outer return envelope, addressed to the chapter.
3. In the event that a particular member does not receive a ballot one may be obtained from the Elections Committee Chairperson or designee during the election time period. Ballots will be issued in this fashion only to the member upon provision of a signed statement to the effect that no other ballot has been received for the indicated member.
4. The ballot shall be date stamped when it is received by the designated independent agent and then put in a locked safe place until the votes are to be counted.

G. COUNTING OF THE BALLOTS

Observers

1. Each candidate shall be allowed to have one (1) observer present during the verification and counting of ballots.
2. The day prior to the ballot counting the candidates must notify the Chairperson of the Elections Committee of the name of their designated observer.
3. An observer shall not interfere with the verification or counting and shall stay in the room until the election has been certified.
4. The Chairperson of the Election Committee shall see that the FTA President and all candidates are personally contacted immediately upon certification of the results by the designated independent agent.

Verification and Counting

Verification and counting of ballots shall be handled as follows:

1. The names on the outer envelope shall be checked against the official list of eligible voting members. The name on the official list should be marked to show that the voter has returned a ballot.

2. At the time of counting the outer envelopes shall then be opened and put in a separate stack for safekeeping.
3. All inner envelopes shall be placed in a separate receptacle.
4. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.
5. Each office/position on the ballot shall be treated as a separate race.
6. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. Member not listed on the voter roster;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Votes cast on unofficial ballot (probably reproduced); and,
 - e. Candidate is not a member.
7. Ballots set aside and not counted are:
 - a. More ballots than signature;
 - b. Ballot(s) submitted after deadline; and
 - c. Voting envelopes without a signature.
8. The designated independent agent should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 6 above, and make a note of the decision. The ballots should remain separate.
9. If an initial counting of ballots results in a margin of victory or defeat for any candidate that is three (3) votes or less, an immediate recount of the ballots cast in that election shall be made.

H. DECLARING WINNERS

1. The winning candidate for the offices of President, Vice-President, Secretary, and Treasurer shall be determined by a majority vote which means more than half the legal votes cast.
2. The winning candidates for the offices of FTA Director-at-Large shall be determined by plurality vote which means the largest number of votes given any candidate.

Candidates shall be listed in the order of the total number of votes they have received. Beginning with the candidate who has received the most votes and moving down the list, candidates shall be declared winners until all vacancies are filled.
3. The winning candidates for the position of CTA State Council Representative shall be determined by majority vote.
 - a. Candidates shall be listed in the order of the total number of votes they have received. Beginning with the candidate who has received the most votes and moving down the list, candidates shall be declared winners until all vacancies are filled.
 - b. If all the positions are not filled by candidates receiving a majority vote a run-off will be held between the remaining candidates, ranked in order of number of votes received.

- c. Candidates for the office of CTA State Council Representative who are not elected shall be designated as alternate delegates. Ranking in accordance to the number of votes received shall determine the order of entitlement to delegate positions should the use of alternate delegates become necessary. A rotation system should be used each time an alternate is needed.

I. RUN-OFF ELECTIONS

1. When three (3) or more candidates run for the respective offices of President, Vice-President, Secretary, and Treasurer and none of the candidates receives a majority (half plus one) of the votes cast, a run-off election between the two (2) candidates receiving the highest number of votes shall be held.
2. A run-off election shall be held for the offices of FTA Director-at-Large when there is a tie between two candidates for a position where only one candidate may be elected.
3. A run-off election shall be held for the position of CTA State Council Representative between the remaining candidates, ranked in order of number of votes received. The names on the ballot will be one (1) more than the number of vacancies to be filled.
4. There shall be no provisions for write-in candidates in run-off elections.
5. All run-off elections shall be held not less than fifteen (15) and not more than twenty (20) calendar days after the original election.

J. REPORTING RESULTS

1. The Elections Chairperson shall see that the FTA President and all candidates are personally contacted immediately upon certification of the results.
2. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast; the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
3. Election results shall be made public through all appropriate means immediately after they are known. An official printed report of such results shall be prepared over the signature of the Election Committee Chairperson. The report shall be distributed to each Site Representative for posting within two school days after the results are known.

4. An official report of election results shall be made by the Election Committee Chairperson to the Representative Council at its regular first meeting following the election.
5. The ballots and voter sign-up sheets should be retained for one year after the election.
6. Any member may come into the FTA Office, in person and with proper ID, and ask for verification that his/her ballot was received and counted.

K. CHALLENGES

Challenges to an election shall be submitted to the FTA Elections Committee according to the Association Bylaws, Part XIII G.

L. OTHER ELECTIONS/VOTING

Other elections, such as ratification votes, shall be conducted by the FTA Elections Committee according to procedures established by the FTA Executive Board and in accordance with the appropriate Standing Rules listed above.

M. RECALL

All recall petitions will be submitted to the FTA Elections Committee according to the Association Bylaws, Part XIV.

N. INITIATIVE PROCEDURES

1. The active membership of FTA 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 FTA President by including a copy of the petition to be circulated, and the names of at least three (3) persons supporting the measure and responsible for its circulation;
3. The FTA President will inform the FTA Election Committee Chairperson who shall register the receipt of the notice of 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) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) or more of the active members of FTA. The petition shall contain the question proposed to be placed on the ballot;
5. The circulators shall present to the FTA President the petition(s) containing original signatures (with a printed name of each signer and school site next to the signature);
6. There will be ten (10) calendar 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 the FTA Election Committee Chairperson via mail or phone, of the number of signatures needed to qualify the petition. After such notification, the petition circulator(s) will have an additional ten (10) calendar days in which to gather and submit the necessary signatures. Upon receipt of the additional signatures, the FTA Elections Committee will have an additional seven (7) calendar days to verify the membership of the additional signers;

8. If the Initiative Petition meets the requirements, it will be presented to the FTA Executive Board within fifteen (15) calendar days of verification of the petition by the FTA Elections Committee Chairperson. The FTA Executive Board will then determine whether or not to submit the petitions to ballot. If the Executive Board declines the petition, the circulator(s) of the petition have thirty (30) calendar days to address the FTA Executive Board and appeal the decision;
9. If the petition is to be submitted to ballot, the FTA Elections Committee will prepare, establish voting timelines, distribute and count the ballots. The ballots will be distributed to the FTA membership no later than twenty (20) calendar days after the election has been determined;
10. The proposal shall take effect immediately after the election has been validated, unless otherwise specified in the petition or direction from the FTA Executive Board.

O. REFERENDUM PROCEDURES

1. Any action or proposed action of the Representative Council or the FTA Executive Board shall be referred to a vote of the general FTA membership upon two-thirds (2/3) vote of the Representative Council at any regularly scheduled meeting;
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot;
3. The FTA President will inform the FTA Elections Committee Chairperson who shall register the receipt of the notice to present the referendum to ballot;
4. The FTA Elections Committee will determine the voting timelines, prepare. Distribute and count the ballots. The ballots will be distributed to the membership no less than twenty (20) calendar days after the action of the Representative Council.;
5. The proposal shall take effect immediately after the election has been validated, unless otherwise specified in the petition or direction from the FTA Executive Board.

RULE V - COLLEGE CIRCLE CORPORATION

A. AUTHORITY

1. For purposes of maintaining a cooperative liaison with other corporate entities in carrying on the effective and mutually satisfactory administration and use of properties contained within the bounds of Fresno Street on the West, Barstow Avenue on the North and including Farley Circle on the East and South of the Fresno Teachers Association property, the Association shall maintain membership in the College Circle Corporation.

B. REPRESENTATIVES

1. In conformance with the Bylaws of the College Circle Corporation, the Association shall designate a representative to serve on the Corporation's Board of Directors.
2. FTA Representatives on the College Circle Corporation Board of Directors shall be directly responsible to the Executive Board and shall keep the Executive Board informed on the affairs of the Corporation.

RULE VI - NAMING AND CERTIFICATION OF REPRESENTATIVE COUNCIL MEMBERS

A. ELECTION

1. In conformance with Association Bylaws, Article III-C, Sections 8 and 9, FTA Units shall elect their representative(s) and alternate(s) for the coming school year in April, or as soon thereafter as possible.

B. REPORTING

1. Names of newly elected Unit Faculty Representatives and Alternates shall immediately be reported to the Association by the Unit's current representative.
2. Reporting of names should be in writing, on forms provided by the Association Office.

RULE VII - ESTABLISHMENT OF FULL COMPLEMENT AND QUORUM OF THE REPRESENTATIVE COUNCIL

- A. The total number of duly elected Unit Representatives recorded at the FTA office will constitute a full complement of the Representative Council.
- B. A quorum will consist of 25 % of the duly elected Representative Council members.

RULE VIII - FISCAL POLICIES

A. INVESTMENT POLICY

1. The investment policy of the Association is to safeguard the savings accounts and reserves of the Association while earning interest on such reserves. The Association will only invest in Certificates of Deposit from institutions insured by Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF).
2. The responsibility to insure that the majority of the Associations's reserves are covered by FDIC or NCUSIF insurance shall be conducted under the direction and supervision of the Association's Executive Director in cooperation with the Treasurer. Reports as to the status of reserve funds to be made to the Executive Board a minimum of every 3 months.

B. AUTHORITY

1. Broad control over the fiscal operation of the Association shall rest with the Representative Council through its power to establish an annual budget, and to revise that budget as it deems necessary in broad budgetary categories. (*amended March 7, 2005*)
2. The Executive Board shall exercise more specific control over the Association's fiscal affairs as follows:

- a. By defining the scope of budgetary categories through the adoption of a detailed description of budgetary categories;
 - b. By conferring upon appropriate persons the authority to act as signatories on the Association's checking accounts;
 - c. By directly authorizing the establishment and closing of Association's savings and reserve accounts;
 - d. By maintaining control over the withdrawal of funds from the Association's savings and reserve accounts;
 - e. By exercising direct control over major commitments and/or expenditures of Association funds other than those of a routine nature.
 - f. By authorizing the expenditure and/or transfer of funds from the Contingency Account.
 - g. By otherwise maintaining an awareness of the Association's fiscal operation and giving direction to that operation as the need arises.
3. In conformance with Association Bylaws and Standing Rules, the fiscal affairs of the Association, other than those specifically designated as the responsibility of the Representative Council and/or the Executive Board, shall be conducted under the direction and supervision of the Association Executive Director in cooperation with the Treasurer.

C. BUDGET DEVELOPMENT, APPROVAL AND REVISION

1. Budget Task Force
 - a. The President of the Association shall appoint a Budget Task Force from among the membership of the Executive Board and the Representative Council no later than the regular January Board meeting each year.
 - b. The Budget Task Force shall include the President, the Past President and the Treasurer. Additional Executive Board members and members of the Representative Council may serve. The Executive Director and/or his/her designated staff representative shall be included in deliberations of the task force.
 - c. The work of the Task Force will normally be considered complete with the final passage of a budget for the next fiscal year by the Representative Council.
 - d. The Budget Task Force shall prepare and present a preliminary budget for the consideration of the Executive Board no later than the Board's regular March meeting.
2. Additional steps to be followed in the preparation and adoption of the Association's budget for the coming fiscal year shall be in conformance with provisions contained in Article III-A, Section 7 D. 1. c of the Bylaws.
3. The budget shall be revised as necessary during the fiscal year by the Representative Council, or by the Executive Board when authorized to act on behalf of the Representative Council, in order that all budgetary accounts shall be maintained with a positive balance. To this end the Executive Board has the authority to re-allocate funds

within broad budgetary categories during the fiscal year as long as the total amount budgeted for the category is NOT changed. (*amended March 7, 2005*)

D. TREASURER'S REPORT

1. Treasurer's Report shall be prepared by the Association's Bookkeeper in cooperation with the Treasurer and the Executive Director at the end of each quarter. The report shall be presented to the Executive Board at their next regular meeting following receipt of each quarterly financial statement.
2. Treasurer's Reports shall include both income and expenditures as of the end of each quarter and shall indicate the following information for each:
 - a. INCOME - Budgeted, Received,
 - b. EXPENDITURES - Budgeted, Expenditures to Date, Balance
3. Treasurer's Reports will also include any special information requested by the Executive Board.

E. FINANCIAL STATEMENTS AND/OR AUDITS

1. Preparation of the annual audit (as required by CTA) shall commence at the conclusion of the Association's fiscal year, August 31, as prescribed by the Association Bylaws (Article III--B, Section 3 A. 18) .
2. Copies of the completed audit shall be presented to the Executive Board and placed on file in the Association office and shall be available for examination by any current member of the Association.

F. PAYMENT APPROVAL FORMS

1. Reimbursement Vouchers shall be prepared for filing prior to the issuance of any and all payments by the Association.
2. Reimbursement Vouchers shall indicate the following: name of payee, amount of payment, explanation of payment, date of invoice, date check issued, check number and budget account number to which the payment is charged. No check will be issued without a signed Reimbursement Voucher.
3. Reimbursement Vouchers shall be initialed (as approval for payment) by any two of the following persons: the President, the Executive Director, the Treasurer.
4. Decisions concerning the budgetary category to which an expense is to be charged, shall be made in conformance with the Detailed Description of Budgetary Categories by the Executive Director.
5. Reimbursement shall dependent upon a written/oral report from the attendee of any converage concerning the information and it application to the programs of the Association at a meeting or in a manner designated by Executive Board upon granting of the request for such reimbursement. (*approved March 7, 2005*)

G. CHECKING ACCOUNTS AND CHECKS

1. The Association shall maintain such checking accounts as are necessary for the proper conduct of Association business as determined by the Executive Director.

2. Association checks shall, under normal circumstances, be signed by at two of the Executive Officers of the Association president, 1st vice president, 2nd vice president, treasurer and in emergency/special circumstances either professional staff or associate staff. All Association checks shall require the signature of at least one of the Executive Officers unless written direction is given for professional and associate staff to sign such checks in the absence of all of the Executive Officers.
(amended September 4, 2007)

H. SAVINGS ACCOUNTS

1. The Association shall maintain such savings accounts as are deemed appropriate and necessary by the Executive Board.
2. The Executive Board shall take official action to designate those persons who shall have the power to offer their signatures for purposes of withdrawing funds from these accounts.
3. Withdrawals of funds from Association designated reserve accounts shall take place only at the direction of the Executive Board.

I. PERSONAL AND TRAVEL EXPENSES

1. Persons entitled to reimbursement for personal or travel expenses while on official Association business must submit the prescribed EXPENSE VOUCHERS for such reimbursement.
 - a. Receipts must be provided for lodging, transportation, and all other expense items as described on the FTA expense form.
 - b. Receipts and names of participants are required for reimbursement of group meals.
 - c. All expense vouchers must be filed within thirty (30) calendar days of the end of the month in which they are incurred. Claims filed more than sixty (60) calendar days after the end of the month in which they are incurred shall require approval by the FTA Executive Board.
2. Expenses incurred by authorized persons while in performance of services to the Association shall be reimbursed on an actual cost basis as described on the FTA expense form.
3. Persons who of necessity utilize their personal vehicles for travel on behalf of the Association shall be reimbursed at the CTA governance rate.
4. All duly elected delegates to the NEA Representative Assembly will be reimbursed in the following manner:
 - a. Upon completion and signing of the NEA travel reimbursement request form, the delegate will be forwarded payment equal to half of the designated delegate allotment amount.
 - b. Upon return from the NEA RA (within 30 calendar days per Standing Rules) the delegate must complete an FTA Expense Voucher for all allowable expenses in order to receive remaining reimbursement allotment.

- c. In order to receive full reimbursement of expenses the delegate must perform the duties listed below. Should any delegate fail to perform all of these duties their reimbursement will be pro-rated.

NEA RA Delegate Responsibilities:

1. Each delegate will be expected to arrive in time to attend the first California caucus and remain through the completion of the last business session of the RA. This will allow time needed to register as an official delegate to the Representative Assembly with both the California delegation and the NEA.
2. Each delegate will be expected to attend all morning and business caucuses of the California delegation. Normally each morning caucus begins at 7:00 AM daily. Delegates must be registered with the California delegation to participate in the caucus. Delegates shall remain through the conclusion of the convention.
3. Each delegate shall attend all business meetings of the R.A.
4. Each delegate is strongly encouraged to attend NEA Budget Committee hearings, Resolutions Committee hearings, Bylaw Committee hearings, speeches by prominent national figures, etc.
5. Each delegate should take into consideration CTA State Council and caucus policy when voting.
6. Each delegate is strongly encouraged to participate fully in all other activities of the California delegation.
7. Each FTA local delegate will be expected to sit with the FTA delegation on the R.A. floor or to inform the President where he or she will be seated. This is to ensure ability to communicate R.A. business, locate delegate in case of personal emergency, as well as to verify attendance.
8. The President or their designee will take roll at various times throughout the days of the convention, starting with the California Caucus on July 1st.
9. I understand my failure to attend the morning and business caucuses, or if I fail to notify the President or designee of a valid reason for absence I will be responsible for all costs incurred. I further understand that, as an FTA delegate, my attendance is being directly funded by membership dues.

J. CRISIS, ARBITRATION, & LEGAL DEFENSE FUNDS

1. The Crisis, Arbitration, and Legal Defense account has been established to cover a variety of known and unknown expenditures and potential expenditures. By their very nature expenditures in this area are generally unplanned. An undefined crisis, a grievance

going to arbitration, the need for legal advice or service are situations that develop and often times require immediate action that involves the expenditure of Association funds.

2. For these needs the Association budgets funds anticipated to be sufficient for the current year's needs. At the end of the fiscal year any surplus funds in this budget line item are transferred to a Crisis, Arbitration, Legal Defense Special Reserve Account. Funds in this certificate's balance on date of maturity.
3. Expenditure of funds will conform to the following:
 - a. Expenditures from the current year's budget for legal advice, opinions, services, etc., will be made through the normal voucher process.
 - b. Expenditures from the current year's budget for arbitration, court costs, legal fees for an individual member will be brought to the Executive Board for approval.
 - c. Proposed expenditures from the reserve account will be brought to the Executive Board for consideration and authorization.

RULE IX – WAIVER PROCESS

- A. In compliance with the FUSD/FTA Collective Bargaining Agreement, Article 63 – Waiver Process, a Faculty Representative may submit a waiver proposal to the FTA Executive Board for consideration. In order to be considered by the Executive Board, the waiver proposal must meet the following criteria:
 1. The waiver proposal must be submitted by April 1. If April 1 falls on a weekend or a holiday, the waiver proposal must be received by the first workday following April 1. Any waiver proposal submitted after this date will not be considered and therefore denied.
 2. Waiver proposals must comply with the procedures in Article 63 – Waiver Process must “encourage initiative and innovation” in teaching rather than simply
 3. extending the duty day (beyond seven hours), increasing the number of instructional minutes, and/or adding more teaching periods at the secondary level (beyond five).
 4. Teachers must initiate the waiver process and/or proposal. If FTA has knowledge that the waiver process and/or proposal was initiated and/or promoted by the administration, the waiver proposal will not be considered and therefore denied.
 5. The waiver proposal must cite each article of the Agreement to be waived and explain in detail the actions that would be in violation of contract language.
 6. The waiver proposal must have a sunset provision, which ceases the waiver at the end of the school year in which it was implemented. By again following the

7. procedure outlined in Article 63 – Waiver Process, teachers may submit the same waiver proposal to FTA for approval of an additional year.
- B. In order to respond to questions and offer clarification on the waiver proposal, it is recommended that FTA members attend the Executive Board meeting at which their proposal is being considered.

RULE X - AWARDS AND RECOGNITION

A. FRIEND OF EDUCATION

1. PURPOSE

- a. The Fresno Teachers Association (Board of Directors) presents its local Friend of Education Award to honor a person or entity that has provided a significant contribution to the betterment of education. The award may be given annually.

2. QUALIFICATIONS

- a. The FTA Friend of Education Award may be given to any person or entity that through leadership, acts and support on the local, state and/or national level has proven to be a true friend of education, educators or students;
- b. The recipient should reflect the philosophy and principles of the FTA;
- c. Nominees may be public officials or private citizens, and selection will be made regardless of age, sex, race, color, creed or sexual orientation;

3. NOMINATIONS

- a. Any member of FTA may nominate a candidate by completing a nomination form, which can be obtained from FTA.

4. SELECTION OF RECIPIENT

- a. A screening committee will be formed, composed of the President 1st Vice President as the chair and volunteers from the membership at large (membership at large shall mean any current member in good standing of FTA/CTA/NEA). The committee shall submit its recommendation for the award to the Executive Board for approval. *(amended March 7, 2005)*

5. THE AWARD:

- a. The FTA Friend of Education Award shall consist of an appropriately designed and engraved plaque. The award may be presented by the President and/or the President's designee(s) at the annual FTA Rep Council dinner meeting held in May or any other designated day emphasizing the importance of the Award.

6. DEADLINE FOR NOMINATIONS

- a. The deadline for submitting nominations is March 31. Nominations should be mailed to the Fresno Teachers Association.

RULE XI - EXECUTIVE BOARD

A. DEFINITION OF A REGULAR EXECUTIVE BOARD MEETING

1. Article III-B (of the FTA By-laws), the Executive Board, Section 6.A, Vacancies, states that a vacancy on the Executive Board will be declared to exist by official action of the Executive Board in case of "... absent from regularly scheduled meetings of the Board without proper excuse more than three times during any one year in office." A one-week notice prior to the meeting constitutes a regularly scheduled meeting.

RULE XII – INSPECTION OF CORPORATE RECORDS BY MEMBERS

- A. Any member of FTA shall be afforded the opportunity, pursuant to California law, to inspect the books, records and minutes of proceedings of Governance bodies of FTA during usual business hours for a reasonable purpose related to a member's interests in FTA. Such request to inspect corporate records shall be in writing on the FTA *Request for Information* form available at the FTA Office. For the purpose of this Standing Rule, the following are defined as the books and accounting records of FTA:

1. Minutes of the Representative Council meetings;
2. Minutes of open sessions of regular and special meetings of the Executive Board;
3. Treasurer's Reports to the Representative Council;
4. The Annual Audit Report;
5. The Agency Fee Payer ("Hudson Report") financial statements required to implement the annual arbitration of agency fee amounts.

RULE XIII – ANNUAL DETERMINATION OF NUMBER OF FACULTY REPRESENTATIVES PER SCHOOL

- A. The number of Faculty Representatives representing each unit shall be determined annually and be based on the number of FTA members per unit on April 1. This number shall remain in force for the next school year. If the staff of an FTA unit increases or decreases enough to change representation by October 1 of the current school year, the FTA members of that unit can, by vote, adjust the number the representatives accordingly. Faculty Representatives shall be informed of the number of representatives for each unit at the Representative Council meeting in October.