

Lynwood Teachers Association (LTA)

(Updated: April 7, 2008)



Lynwood Teachers Association/CTA/NEA Bylaws, Code of Conduct and Standing Rules



11501 South Atlantic Boulevard
Lynwood, CA 90262
310.631.6084 Phone
310.631.8837 Fax



Bylaws
OF THE LYNWOOD TEACHERS ASSOCIATION/CTA/NEA
(Updated June 20, 2007)

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I. NAME AND LOCATION

The name of this Association shall be LYNWOOD TEACHERS ASSOCIATION/CTA/NEA in Los Angeles County.

II. PURPOSES

The primary purposes 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 and to speak with authority for teachers;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the teaching profession and the community; and
- G. To foster good fellowship among members.

III. AFFILIATION WITH THE CTA/NEA

- A. The Lynwood Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Lynwood Teachers Association shall be an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

- A. Categories of Membership. There shall be five categories of membership in the Association: Active, Staff, Student, Retired and Associate.

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 Lynwood Unified School District and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.

- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual *LTA/CTA/NEA* dues appropriate to the class of membership.
- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.

- E.* Active members shall adhere to The Code of Ethics of the Education Profession.
- F.* 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.
- G.* Active Members have the right to:
 - 1. Be present at Council meetings where business of the Association is transacted.
 - 2. Present matters of individual concern to the Council through procedures established by the council.
 - 3. Inspection of the Association's records upon written request to the Executive Board.
- H.* An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- I.* No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedure.
- J.* The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

V. DUES, 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 operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B.* The Association's portion of the basic annual dues shall be one-third of CTA's dues, and the representation fee for non-members shall be one-third of CTA's dues, and any amount greater than the aforementioned amount shall be established by action of the Representative Council.
- C.* The Lynwood Teachers Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the Lynwood Teachers Association /CTA/NEA dues.
- D.* Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.
- E.* Funding of Lynwood Teachers Association Political Action Committee (LTA PAC) will be voluntary. A voluntary amount of \$2.00 per member per month will be placed in the account of LTA PAC. These monies will remain segregated from the general membership account. Members choosing not to contribute to the LTA PAC will fill out "Form A" yearly to divert the \$2.00 contribution to the General Fund.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Executive Board, ex-officio, voting;
 - 2. Faculty Representatives elected on the basis of one-person one-vote;
 - 3. The following additional representatives
 - a. Elected Service Center Council Representative(s), when not already serving on the Representative Council in another capacity, voting;
 - b. Committee Chairpersons, ex-officio, non-voting;
 - c. CTA State Council Representative(s), when not already serving on the Representative Council in another capacity, voting;
 - d. Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio, non-voting.
- 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 once during each school month; 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 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 working 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 members of the Representative Council.

VII. FACULTY REPRESENTATIVES

- A. Each faculty shall be entitled to at least one representative and shall have one representative for each 20 Association members on the faculty, or major fraction thereof.
- B. Faculty 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.
- C. Faculty Representatives shall serve a term of two (2) years commencing on July 1 of the calendar year of their election.
- D. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. The names of new Faculty Representatives will be sent to the Secretary before 1 July of any calendar year.
- F. A vacancy in the position of Faculty Representative shall be established when any representative is absent three (3) consecutive meetings of the Council without an alternate.
 - 1. The Secretary will notify the faculty group that a vacancy has been declared and request the faculty group elect a new Faculty Representative.
- G. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected or appointed replacements.
- H. Faculty Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
 - 3. Represent the views and input of the Active membership of the faculty 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.
- I. A Faculty Representative may not conduct an election in which he/she is a candidate.

VIII. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the officers and members elected at large from the 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 at-large members of the Executive Board shall be elected with open nominations and by secret ballot.

- D. The at-large members of the Executive Board shall be elected for a term of 2 year(s), commencing on July 1 of any calendar year. Three Members-At-Large will be elected in even years, the other three Members-At-Large will be elected in odd years. This rotation shall commence with the 2007 local election. At that time, the three candidates with the most votes will be elected to two (2) year terms; the next three candidates in votes will serve a one (1) year term.
- E. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absent without just cause from three consecutive regular meetings (executive board and/or rep. council), or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.
- F. The Executive Board shall meet before 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.
- G. The duties of the Executive Board shall be to:
 - 1. Coordinate the activities of the Association;
 - 2. Act for the Representative Council when school is not in session;
 - 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 - 4. Approve appointment and removal of bargaining team members;
 - 5. Recommend a budget for the Association to the Representative Council;
 - 6. Approve Committee appointments;
 - 7. Adopt the Standing Rules for the Association; and
 - 8. 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.
- H. A quorum for all meetings of the Executive Board shall consist of a majority of the members of that body.

IX. OFFICERS

- A. The officers of the Association shall be a President, a Vice- President, a Secretary, and a 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. The President shall be elected for a term of two (2) years. This length of office shall commence July 1, 2008.
- E. The President shall be elected every two (2) years.
- F. The Treasurer shall be elected in odd years. The Vice-President and the Secretary shall be elected in even years.
- G. The offices of Vice-President, Secretary, and Treasurer shall be elected for a term of two (2) years, commencing on July 1 of any calendar year.

H. A vacancy shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absence without just cause from three (3) consecutive regular meetings 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.

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

The President shall:

1. Be the official spokesperson for the Association;
2. Preside at all meetings of the Association, the Representative Council and Executive Board;
3. Co-sign, with the Treasurer, all checks drawn upon the funds of the Association;
4. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
6. Call meetings of the Association and the Executive Board;
7. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
8. Attend meetings of the Service Center Council of which the Association is a part;
9. Attend other CTA/NEA meetings as directed by the Representative Council.
10. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;

J. 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; and
4. Serve as coordinator of committee activities at the direction of the President.

K. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and the Executive Board, and to the membership when appropriate;
3. Keep an accurate roster of the membership of the Association and of all committees;
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
5. Co-sign checks when the Treasurer is absent due to vacancy or temporary leave of absence.

L. 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.* Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
- 4.* Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
- 5.* Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

X. MEMBERS-AT-LARGE

- A.* The members-at-large of the Executive Board shall be elected by open nominations and by secret ballot in accordance with the standing rules.
- B.* The 2007 local election for Members-At-Large.
 - 1.* The three candidates with the most votes will be elected to a two (2) year term, the next three candidates in number of votes will serve a one (1) year term.
- C.* The 2008 local election for Member-At-Large.
 - 1.* The three (3) vacancies for Member-At-Large will now be a two (2) year term.
- D.* The at-large members of the Executive Board shall be elected for a term of 2 year(s), commencing on July 1 of any calendar year. Three Members-At-Large will be elected in even years; the other three Members-At-Large will be elected in odd years
- E.* Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absent without just cause from three consecutive regular meetings (executive board and/or rep. council), or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days.
- F.* Members-At-Large serve on all committees by virtue of their office.

XI. BARGAINING TEAM

- A.* The Bargaining Team and such alternates as the Executive Board deems necessary shall be appointed by the President and approved by the Executive Board.
- B.* The President shall appoint 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) majority, may remove a member of the Bargaining Team.

- E.* The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- F.* 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.
- G.* 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.
- H.* The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- I.* The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J.* Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership. Tentative Agreement must be presented to the membership within fifteen (15) work days for ratification vote and needs no approval by neither Executive Board nor Representative Council in order to be placed on the ballot for ratification.
- K.* No member shall be a member of both the Bargaining Team and the Grievance Committee.

XII. GRIEVANCE PROCESSING

- A.* The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B.* These procedures shall include, but not be limited to, the following:
 - 1.* Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
 - 2.* Training for handling grievances; and
 - 3.* Evaluation of the Association's grievance policies and procedures.
- C.* All grievances will be processed in, accordance with Article VII of the Agreement Between Lynwood Unified School District and Lynwood Teachers Association and in accordance with the Bylaws and will follow CTA guidelines.
- D.* The responsibility and authority for directing the grievance process on behalf of the Association is vested in the Executive Board subject to the policies established by the Representative Council.
- E.* The Executive Board shall decide which grievances will be submitted to arbitration.

F. GRIEVANCE COMMITTEE

1. The Grievance Committee shall be appointed by the President and approved by the Executive Board.
2. The Grievance Committee shall consist of five (5) members. There should be one (1) member each from the High School level, Middle School level, and Elementary School level.
3. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Grievance Committee
4. The duties of the Grievance Committee are:
 - a. To represent the bargaining unit in negotiating the settlement of grievances;
 - b. To make recommendations to the Executive Board on submitting grievances to arbitration;
 - c. To attend grievance training provided by the CTA;
 - d. To assist and provide a minimum of two (2) hours training for all Faculty Grievance Representatives each Fall Semester.
5. The Chairperson will:
 - a. Maintain a roster of all Faculty Grievance Representatives and furnish a copy of the roster to the Secretary.
 - b. Maintain a log of grievances in process and a digest of grievances processed and closed. Individual rights to privacy will be respected.
6. The Grievance Committee shall report its activities to the Executive Board and the Representative Council in such form and with such frequency as those bodies may require.

XIII. STANDING COMMITTEES

- A. There shall be the following standing committees:
 1. Bargaining Team;
 2. Election;
 3. Grievance;
 4. Legislative and Political Action;
 5. Membership;
 6. Programs and Social; and
 7. Retirement, Special Services, and Welfare.
- B. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board subject to approval by the Representative Council.
- C. Each committee shall submit periodic reports to the Executive Board and Representative Council.

XIV NOMINATIONS AND ELECTIONS

A. Elections Committee

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

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any active member may nominate any active member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required. A member shall only run for one (1) local, LTA, office that is vacant at the time of elections.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) calendar day period between notice of election and the actual voting.
4. There shall be an all active member vote. A member who is off-track shall be sent election information by mail to his/her last known residence. It is the responsibility of a member to notify the President if the member is on leave.
5. A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

C. Announcement

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

D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
 - b. Date for acknowledgment of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballots will be distributed.
 - e. Date(s) when voting will take place.
 - f. Deadline date for requesting absentee ballot.
 - g. Deadline date, time and place for return of ballots, including absentee ballots.
 - h. Date, time and place where ballots will be counted.
 - i. Date(s) that announcement of results will be made to leadership, candidates and members.
 - j. Dates and timelines for run-off election, if necessary.
 - k. Deadline for filing of challenges.

E. Finances

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

F. Candidate's Rights

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

G. Ballot

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

3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
 - a. At School Site/Specified Voting Site

If a Site Representative is a candidate, refer to A. Elections Committee, 6.

- 1). Voting At School Site(s)/Specified Voting Site
 - a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - (2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
 - b). The marked ballot must be returned to a designated site representative or ballot box.
 - c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
- 2). Voting At School Site(s)/Specified Voting Site Using Envelopes
When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:
 - a). A list of current members shall be prepared, which includes each members name, school and home address.
 - b). The voter shall be provided with the following:
 - (1). A ballot;
 - (2). Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; and deadline date for receipt of the voted ballot at the chapter office;
 - (3). A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4). A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
 - c). At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - d). The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e). All inner envelopes shall be placed in a separate receptacle.
 - f). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

3). By mail

When the voting is conducted by mail, the procedure shall be as follows: Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- a). A list of current official members shall be prepared, which includes the following: name, school and home address.
- b). The mailing list shall exactly correspond to the current official roll of voting members.
- c). Each voter shall be provided with:
 - 1). A ballot;
 - 2). Instructions on:
 - (A). Folding and 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 chapter; and
 - (D). Deadline date for receipt of the voted ballot at the chapter office.
 - 3). Inner envelope;
 - 4). Outer return envelope, addressed to the chapter; and
 - 5). Instructions on returning of the voted ballot, including the signature.
- d). The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- e). At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are off-track.
- f). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- g). All inner envelopes shall be placed in a separate receptacle.
- h). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

I. Counting of Ballots

1. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.

2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot;
 - b. More ballots than signatures;
 - c. Ballot submitted after deadline;
 - d. Voter not a member;
 - e. Voter's intent unclear;
 - f. Votes cast for more than number allowed;
 - g. Vote cast on unofficial ballot;
 - h. Vote cast for ineligible candidate.
3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
4. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
6. The President shall announce the results as prescribed by the timelines.
7. If the votes set aside would affect the outcome of the election, the President and the election committee shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

8. The ballots and voter sign-up sheets shall be retained for one year after the election.

J. Observers

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

K. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

The notification must:

- a. Specify which requirement has been violated.
 - b. Include evidence, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
3. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.
4. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
5. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

L. Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.

7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

M. Referendum Procedures

1. Any action or proposed action, with the exception of Tentative Agreement reached by the Bargaining Team, of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.
2. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.

6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XV. CTA STATE COUNCIL REPRESENTATIVES AND NEA DELEGATES

- A. All representatives to the CTA State Council and the NEA Representative Assembly to which the Association is entitled shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and by secret ballot.
- B. CTA State Council Representatives shall be elected for a term as specified by CTA.
- C. NEA Delegates shall be elected for a term as specified by NEA.

XVI. RECALL ELECTIONS

SEE: ARTICLE XIV; SECTION N.

XVII. MEETINGS OF THE GENERAL MEMBERSHIP:

- A. 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.
- B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for meetings of the Association shall be the members present.

XVIII. PARLIAMENTARY AUTHORITY

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

XIX. AMENDMENTS/PROCEDURES:

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

STANDING RULES
BUDGET AND FINANCE

STANDING RULE 1 - BUDGET AND FINANCE

- A. No later than June of each year the Executive Board shall develop a proposed budget for the following fiscal year (1-September - 31 August).
- B. During September of each year the Executive Board shall develop a final budget and present it to the Representative Council at the regular October meeting for approval.
- C. Once a budget is approved by the Representative Council:
- D. The President has the authority to expend funds allocated to the categories:
 - 1. 2200 General Leadership Expenses
 - 2. 2300 Officers Expenses (Individual)
 - 3. 2530 Negotiations
 - 4. 2550 LTA Elections
 - 5. 2590 Retirement Activities
 - 6. 2600 Operations/Administration
- E. The Representative Council will select members for conferences workshops, activities, and `programs. This selection -will authorize the Treasurer to expend funds allocated to categories:
 - 1. 2400 Leadership Conferences/Workshops
 - 2. 2520 Political Action
- F. The Executive Board may authorize the expenditure of funds categories:
 - 1. 2540 Publications
 - 2. 2560 Crisis Legislation
 - 3. 2570 Arbitration
 - 4. 2580 Public Relations
 - 5. 2700 Employee Costs
- G. The Representative Council may authorize the movement of allocated funds within and between any of the categories in the budget.
- H. Not more than \$250.00 of allocated funds may be maintained in the form of petty cash.
 - 1. Only members authorized to sign Lynwood Teachers Association Checks may distribute funds from Petty Cash.
 - 2. Any member receiving Petty Cash will sign a voucher stating the amount and purpose of the withdrawal.
 - 3. After making a purchase, the member will return a receipt and any remaining cash to the member in charge of Petty Cash.

STANDING RULES
ROLL CALL & VOTING AT REPRESENTATIVE COUNCIL MEETINGS
(Adopted by the LTA Executive Board on October 10, 2006)

STANDING RULE 2 – Voting at Representative Council Meetings

- A. The LTA Secretary shall take Roll Call at the beginning of each meeting:
 - 1. Executive Board Members shall be called first in order established who will preside over the meeting and to know who is present
 - 2. Representative Council Members shall be called second in order to know what school sites are present and to ascertain there is quorum

- B. When Roll Call Vote is requested, the Representative Council members shall be called first and then the Executive Board Members.

STANDING RULES
MEMBERS-AT-LARGE RESPONSABILITIES
(Adopted by the LTA Executive Board on October 10, 2006)

STANDING RULE 3 – Members-at-Large Responsibilities

- A. Members-at-Large shall be assigned by the President as follows:
1. Members-at-Large shall maintain site representative(s) rosters that will include name of representatives, phone numbers, e-mail address, and any other necessary information needed/requested
 2. Members-at-Large shall coordinate the distribution of communication between the LTA Executive Board, LTA Representative Council, and/or the general membership
 3. Members-at-Large shall oversee all elections in which they are not candidates
 4. Members-at-Large shall run Representative Council Elections at their assigned school sites to ensure that each school site has a representative
- B. As stated and required by Article X “Members-at-Large”, Section E “Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absent without just cause from three consecutive regular meetings (executive board and/or rep. council), or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days.”

STANDING RULES

Expense Guidelines

(Amended by the LTA Executive Board on April 7, 2008)

STANDING RULE 4 – Expense Guidelines

For purposes of NEA-Representative Assembly (NEA-RA), CTA Workshops and Conference, LTA Annual Elected Officers' Retreat, LTA Annual Executive Board Retreat, and any other NEA and/or CTA Workshop/Conference:

Lynwood Teachers Association (LTA) shall underwrite each workshop/conference as follows:

1. Expenses for coffee and room service, meeting room rental (as necessary), and other appropriate workshop/conference expenses.
2. Travel reimbursements (transportation, hotel, meals) shall be paid for members of LTA as follow:
 - ✓ **Plane:** Actual, most economical coach fare (with receipt/proof). Mileage reimbursement to and from the member's home/airport at the rate set by the Internal Revenue Service for the current year for transportation expenses.
 - ✓ **Airport Shuttle:** Cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other "safe" form of transportation is available.
 - ✓ **Auto:**
 - (a). If automobile travel is used in preference to air travel, maximum reimbursement will be the cost of the lowest available coach airfare or the actual mileage as set by the internal Revenue Service for the current year for transportation expenses. When two or more conference participants travel together in car, reimbursement will only be made to the driver.
 - (b). Automobile rental is only available when attending the NEA-Representative Assembly (NEA-RA) for the LTA representative to travel to and from the airport, hotel, and local attraction(s). If automobile rental is made, LTA will not refund airport shuttle and/or taxi fare.
 - ✓ **Parking:** Actual costs of airport and/or hotel parking will be reimbursed.
 - ✓ **Lodging:** Hotel expenses are limited to the number of nights the workshop/conference is being held. Additional nights, not to exceed two (2), is allowed for NEA-RA taking into consideration arrival and departure might make it difficult for participants to arrive on time and leave right after the end of the workshop/conference. Personal charges such as laundry, valet, hotel telephone calls, and hotel in-room snacks/beverages are not reimbursable.
 - ✓ **Meals:** Daily meal reimbursement is limited to \$75.00 (\$100.00 for NEA-RA) including tax and gratuity per day effective January 1, 2008.
3. In order to receive reimbursement for expenses, vouchers/receipts must be received within 30 days of the conclusion of the workshop/conference.

STANDING RULES

Award Committee

(Adopted by the LTA Executive Board on April 7, 2008)

STANDING RULE 5 – Award Committee: Celebrating Creativity & Teaching/Counseling

Mission & Vision:

Lynwood Teachers Association’s award program will acknowledge and showcase individual teachers and administrators/community members that have made a positive impact on Lynwood USD students.

The award categories are as follow: *Excellence in Teaching, Distinguished Teacher, Creative Teaching, and Friend of LTA (for administrator(s) and/or community member(s))*. The Award Committee shall have the right to add new award titles as needed to honor teachers/counselors.

The award program will addresses items “E though “G” of the LTA Bylaws, Article II “Purposes”

- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the teaching profession and the community; and
- G. To foster good fellowship among members.

Award Committee Duties:

1. The Award Committee shall be composed of nine (9) members as the Executive Board deems necessary.
2. The President shall appoint the chairperson of the Award Committee with the concurrence of the Executive Board
3. Vacancies created by resignation or inability to serve shall be filled by the Executive Board.
4. Award Committee Members who gets nominated for an LTA Award shall substituted by an alternate to the committee. The nominated committee member shall abstain from any and all meetings regarding the awards for the year he/she has been nominated.
5. The Executive Board by a simple majority (50 +1 %) may remove a member of the Award Committee.
6. The Executive Board shall allocate the necessary funds to cover all expenses regarding awards and any other incentives for every award winner.
7. The duties of the Award Committee are to disseminate information regarding each award, gather award applications, purchase awards and any other granted incentives, and decide who is/are the best candidate(s) to receive any of the LTA Award(s) mentioned on the “Award Titles” section of this Standing Rule.
8. Responsibility and authority for directing the Award Committee are vested in the Executive Board subject to policies established by the Representative Council.
9. A simple majority of the Award Committee members shall be enough to decide what candidate shall receive an award.
10. Awards shall be granted every year unless there are no qualified candidates.
11. Ratings and critiques of each candidate are confidential and shall not be disclosed. The Award Committee shall present their award decision to the Executive Board for publication and notification to each winner.
12. The winner of each award shall be announced during the Teacher Reorganization Ceremony provided by the District Office and/or during the LTA Retirement Ceremony.

Award Titles:

Excellence in Teaching:

1. Award shall be given to teacher(s) at all stages of their careers after five (5) years of teaching experience,
2. Teacher(s) shall have been providing innovative approaches to classroom instructions and enhancing students' lives and lifelong goals,
3. Teacher(s) shall had shared and worked collaborative with his/her ideas with colleagues.

Distinguished Teacher/Counselor:

1. Award shall be given to teacher(s) at any stage of their career,
2. Teacher(s) shall have created and implemented an innovative/unique project(s) that increases students' knowledge, understanding, and promotion of at least one of the following topics:
 - a. Enhancement of ethnic awareness and collaboration within the students' school site or community,
 - b. Create a "Safe School" that promotes human and civil rights by making students' school site safer for ALL students
 - c. Diversity issues, including Gay, Lesbian, Bisexual, Transgender/Transsexual, Questioning (GLBTQ), within the students' school site or community,
 - d. Equality & Human Rights,
 - e. Social-political diversity.
3. Teacher(s) shall had shared and worked collaborative with his/her ideas with colleagues.

Creative Teaching:

1. Award shall be given to teacher(s) at any stage of their career,
2. Teacher(s) must have excelled through innovations in development of new projects, enhancement of lesson plans/curriculum maps,
3. Teacher(s) shall had shared and worked collaborative with his/her ideas with colleagues.

Friend of LTA:

1. Award shall be given to an administrator (school or district office) and/or to a community member who has shown significant support toward LTA's goals and needs.

Lynwood Teachers Association
Award Nomination Form

Section I: Nominee's Info

Nominee's Name _____

Check with the nominee and write the name as the nominee would like it to appear on a certificate, plaque, or program. (Middle names are not used, unless the nominee generally goes by both names.)

Home Address _____

Home Phone _____ School _____

Phone _____ Work Location _____

Title/Position _____

Subject/Grade Level _____

Number of Years in the Teaching Profession _____

Number of Years of Full-Time Teaching in Lynwood USD _____

Section II: Nominator's Info

Home Address _____

Home Phone _____ School _____

Phone _____ Work Location _____

Title/Position _____

Subject/Grade Level _____

Number of Years in the Teaching Profession _____

Number of Years of Full-Time Teaching in Lynwood USD _____

Section III: Additional Information

Identification of three people who can provide additional information if requested by LTA Award Committee. (Please list below.)

Name	Address	Phone	Relationship to Nominee

Section IV: Nominee’s Documentation

1. Attach any supporting evidence, documentation, lesson plans, letters of recommendations, etc. that will help the Award Committee members make their decision.
2. Supporting letter of nomination should not exceed one (1) page. This letter may be written by an individual or a group. Members of the same family may not submit both the letter of nomination and the supporting letter of nomination.

Section V: Nominee’s Personal Philosophy

1. Attach the nominee’s personal philosophy of education statement (not to exceed two typed pages).

Section VI: Choice an Award

Excellence in Teaching:

1. Award shall be given to teacher(s) at all stages of their careers after five (5) years of teaching experience,
2. Teacher(s) shall have been providing innovative approaches to classroom instructions and enhancing students’ lives and lifelong goals,
3. Teacher(s) shall had shared and worked collaborative with his/her ideas with colleagues.

Distinguished Teacher/Counselor:

1. Award shall be given to teacher(s) at any stage of their career,
2. Teacher(s) shall have created and implemented an innovative/unique project(s) that increases students’ knowledge, understanding, and promotion of at least one of the following topics:
 - a. Enhancement of ethnic awareness and collaboration within the students’ school site or community,
 - b. Create a “Safe School” that promotes human and civil rights by making students’ school site safer for ALL students
 - c. Diversity issues, including Gay, Lesbian, Bisexual, Transgender/Transsexual, Questioning (GLBTQ), within the students’ school site or community,
 - d. Equality & Human Rights,
 - e. Social-political diversity.
 - f. Teacher(s) shall had shared and worked collaborative with his/her ideas with colleagues.

Creative Teaching:

1. Award shall be given to teacher(s) at any stage of their career,
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3. Teacher(s) shall had shared and worked collaborative with his/her ideas with colleagues.

Friend of LTA:

1. Award shall be given to an administrator (school or district office) and/or to a community member who has shown significant support toward LTA’s goals and needs.

Code of Ethics of the Education Profession

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the reaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The *Code of Ethics of the Education Profession* indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this *Code* shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

PRINCIPLE I Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In- fulfillment of the obligation to the student the educator

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service; unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment to achieve conditions which attract persons worthy of the trust to careers in education and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession the educator

1. Shall not in an application for a professional position deliberately make a false Statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false Statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or action.