

STANDING RULES

GROSSMONT EDUCATION ASSOCIATION (GEA)

STANDING RULE 1 – Headquarters Office

- 1.1 The local headquarters office of GEA shall be located at 9015 Grossmont Blvd., La Mesa, CA 91941, in San Diego County. Telephone (619) 460-3465.

STANDING RULE 2 – Fiscal and membership year

- 2.1 The fiscal and membership year of GEA shall be from September 1 of any given calendar to August 31 of the following calendar year.

STANDING RULE 3 – Authorization of delegates to conventions and special meetings

- 3.1 No person shall have the authority to attend conventions and other professional meetings as an official delegate or representative of GEA unless such representation has been approved by the Executive Board of GEA.

STANDING RULE 4 – Newsletter

- 4.1 Official publication of GEA shall be known as the *Advocate*. The editor shall be appointed by the Executive Board of GEA.

STANDING RULE 5 – Bargaining Team

- 5.1 The members of the Bargaining Team, and such alternates as the Executive Board deems necessary, shall be appointed by the President and ratified by the Executive Board.
- 5.2 The duty of the Bargaining Team is to represent and to bargain for the exclusive bargaining agent (GEA) representing the Certificated Employees Bargaining Unit. The Certificated Employees Unit includes: All Teachers; Resource Specialists; Teachers of Special Day Special Education classes; Counselors; Librarians; Interns; Psychologists; District Nurses; Curriculum Specialists; Speech Therapists; Summer School Teachers; and Temporary teachers who are contracted for one semester.
- 5.3 Responsibility and authority for directing the bargaining process on behalf of GEA is vested in the Executive Board of GEA subject to policies established by the membership.
- 5.4 The Bargaining Team shall be limited to no more than six members including the President.
- 5.5 The Bargaining Team shall report its activities to the Executive Board.

- 5.6 Members shall be surveyed to determine contents of the proposed changes in the contract.
- 5.7 The Executive Board, in conjunction with the Bargaining Team, shall provide the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership, as they deem necessary.
- 5.8 Agreements reached between the Bargaining Team and the Grossmont Union High School Governing Board or its representative(s) shall be considered tentative and not binding upon GEA until such agreements have been ratified by the membership unless such ratification shall have been specifically waived or otherwise delegated by the membership.
- 5.9 Vacancies created by resignation or inability to serve shall be filled by appointment by the President and ratified by the Executive Board.
- 5.10 The Executive Board, by a two thirds (2/3) majority, may remove a member of the Bargaining Team and appoint a replacement.
- 5.11 Bargaining Team members shall each be paid a stipend of \$1,000.00 annually as approved by the Executive Board.

STANDING RULE 6 - Nominations and elections

- 6.1 Election Committee.
 - 6.1.1 There shall be an Election Committee.
 - 6.1.2 The Election Committee and Chairperson of the Elections Committee shall be appointed by the president and approved by the Executive Board.
 - 6.1.3 The Committee shall be composed of at least three (3) members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
 - 6.1.4 The Election Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
 - 6.1.5 A member shall abstain from participation in Elections Committee activities during the period in which he/she or her/his immediate family member is a candidate.
- 6.2 Election Requirements
 - 6.2.1 The chapter shall ensure that an open nomination procedure is in place. Any member may nominate any member, including himself or herself. The only qualification for office shall be Active Membership in the chapter.
 - 6.2.2 Every Active Member shall be assured of voting by secret ballot.

- 6.2.3** There shall be at least a fifteen (15) day period between notice of elections and the actual voting.
 - 6.2.4** There shall be a vote of Active Members. A member whose school is on a special calendar and thus not working shall be sent election information by mail to his/her last known residence.
 - 6.2.4** A chapter shall provide means for all Active Members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if she/he desires a ballot at a site other than the regularly scheduled voting place.
 - 6.2.5** An Active 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.
 - 6.2.5.1** If a roster of Active Members is prepared for a school site ahead of time, initials of the member may be accepted.
- 6.3** Announcement of elections
 - 6.3.1** The announcement of an election shall include the offices, length of terms, and an election timeline.
 - 6.3.2** The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.
- 6.4** Timeline for elections
 - 6.4.1** Schools on alternative calendars shall be considered when setting election timelines.
 - 6.4.2** The timeline for the election shall include dates for:
 - 6.4.2.1** 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
 - 6.4.2.2** Date for acknowledgment of declarations from candidates
 - 6.4.2.3** Date for preparation of ballot
 - 6.4.2.4** Date on which ballots will be distributed
 - 6.4.2.5** Date(s) when voting will take place
 - 6.4.2.6** Deadline date, time and place for return of ballots, (date received, not postmarked date)
 - 6.4.2.7** Date, time and place where ballots will be counted
 - 6.4.2.8** Date(s) that announcement of results will be made to leadership, candidates and members
 - 6.4.2.9** Dates and timelines for run-off election, if necessary
 - 6.4.2.10** Deadline for filing of challenges (date received, not postmark date)
- 6.5** Finances for elections
 - 6.5.1** Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.

- 6.5.2 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.
 - 6.5.3 A unit may not state or indicate its preference for a candidate in the unit's publications.
 - 6.5.4 The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.
- 6.6** Candidate's Rights during an election
- 6.6.1 Privileges extended to one candidate shall be extended to all candidates.
 - 6.6.2 Each candidate shall receive a copy of the election timeline, procedures and guidelines.
 - 6.6.3 Each candidate shall have the right to a list of the name and address of school sites and the number of Active Members at each site for the purposes of campaigning.
 - 6.6.4 Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.
- 6.7** Ballot for elections
- 6.7.1 The names of the candidates shall be printed on the ballot in CTA alphabetical order. 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.
 - 6.7.2 The ballot shall state the name of the office, the term, and the names of the candidates.
 - 6.7.3 The ballot shall include space for write-in candidates, except in run-off elections.
- 6.8** Distribution of Ballots and Method of Voting in Elections
- 6.8.1 Each Active Member shall receive a ballot.
 - 6.8.2 Voting shall be by one or a combination of the following methods:
 - 6.8.2.1 At school site/specified voting site
 - 6.8.2.1.1 Voting at School Site/specified voting site
 - 6.8.2.1.1.1 Each voter must sign or initial a voter roster/sign-up sheet (list of eligible voters) before receiving a ballot which includes a place for a signature.
 - 6.8.2.1.1.2 The marked ballot must be returned to a designated site representative or ballot box
 - 6.8.2.1.1.3 Site representatives must return all voter roster/sign-up sheets and ballots to the GEA office/Elections

Committee by the designated date and time

6.8.2.1.1.4 Active Members who are on special schedules, or on a dues paying leave, shall be notified by mail in order to provide them an opportunity and right to vote

6.8.2.1.2 Voting At School Site(s)/Specified Voting Site Using Envelopes

6.8.2.1.2.1 A list of current Active Members shall be prepared, which includes members name and school address

6.8.2.1.2.2 The voter shall be provided with: a ballot; instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for the receipt of the voted ballot at the chapter office

6.8.2.1.2.3 The voter shall be provided with a small envelope (inner envelope) in which to place the voted ballot, and a larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name

6.8.2.1.2.4 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.

6.8.2.1.2.5 The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.

6.8.2.1.2.6 The inner envelope shall be placed in a separate receptacle.

6.8.2.1.2.7 The inner envelope shall be slit and the ballots removed from the envelope, stacked and then counted.

6.8.2.1.2.8 Active Members who are on a special calendar, or on a dues paying leave, shall be notified by mail in order to provide them an opportunity and right to vote.

6.8.2.2 Mail Distribution of Ballots and Method of Voting in Elections

6.8.2.2.1 When the voting is conducted by mail, the procedure shall be as follows: Active Members who are on a special calendar, 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:

6.8.2.1.2.1 A list of current Active Members shall be prepared, which includes members name and school address

6.8.2.1.2.2 The mailing list shall exactly correspond to the current official roll of voting members.

6.8.2.1.2.3 The voter shall be provided with: a ballot; instructions on folding and placing of the ballot in the unsigned inner envelope; placing of the unsigned inner envelope into the outer envelope; signature and school on the outer envelope addressed to the chapter; and deadline date for receipt of the of the voted ballot at the chapter office

6.8.2.1.2.4 The voter shall be provided with a small envelope (inner envelope) in which to place the voted ballot, and a larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name

6.8.2.1.2.5 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

6.8.2.1.2.6 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.

- 6.8.2.1.2.7 The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 6.8.2.1.2.8 The inner envelope shall be placed in a separate receptacle.
- 6.8.2.1.2.9 The inner envelope shall be slit and the ballots removed from the envelope, stacked and then counted.
- 6.8.2.1.2.10 Active Members who are on a special calendar, or on a dues paying leave, shall be notified by mail in order to provide them an opportunity and right to vote.

6.9 Vote Requirement for Election

- 6.9.1 All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.
- 6.9.2 A majority vote means more than fifty percent (50%) of the legal votes cast. A plurality vote means the largest number of votes to be given any candidate or issue.
- 6.9.3 A two-thirds (2/3) vote means at least two thirds (2/3) of the legal cast.
- 6.9.4 For officers, the election will be decided by majority.
- 6.9.5 For State Council: [See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.
- 6.9.6]
- 6.9.7 If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
- 6.9.8 If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.
- 6.9.9 If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
- 6.9.10 For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Support Department and to the Service Center Council.

- 6.9.11 An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
 - 6.9.12 For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA
 - 6.9.13 For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.
- 6.10 Ballot Counting in Elections
- 6.10.1 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.
 - 6.10.2 The Elections Committee shall count valid ballots and set aside any blank or ballots(s) on which there is a questions, such as:
 - 6.10.2.1 Blank ballot
 - 6.10.2.2 More ballots than signatures
 - 6.10.2.3 Ballot submitted after deadline
 - 6.10.2.4 Voter not an Active member
 - 6.10.2.5 Voter's intent unclear
 - 6.10.2.6 Vote(s) cast for more than number of candidates allowed
 - 6.10.2.7 Vote(s) cast on unofficial ballot
 - 6.10.2.8 Vote(s) cast for ineligible candidate
 - 6.10.3 The Elections Committee shall make a determination on whether the votes(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
 - 6.10.4 The Elections Committee shall prepare the Final Report, recording the following information:
 - 6.10.4.1 Total number of ballots cast
 - 6.10.4.2 The number of set aside ballots with an explanation for each category of ballot not counted
 - 6.10.4.3 The number needed to win or pass
 - 6.10.4.4 The number of votes received by each candidate or issue
 - 6.10.4.5 A notation whether the set aside votes would affect the outcome
 - 6.10.4.6 Signature of each Elections Committee member present during the preparation of the report

- 6.10.5 The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
- 6.10.6 The President shall announce the results as prescribed by the timelines.
- 6.10.7 If the votes set aside could affect the outcome of the election, the President and the appropriate body shall decide:
 - 6.10.7.1 to count the votes which have been set aside
 - 6.11.7.1 not to count the votes which have been set aside
 - 6.11.7.2 if the election should be conducted again
- 6.10.8 Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
 - 6.10.8 The ballots and voter sign-up sheets shall be retained for one year after the election.
- 6.12 Observers for Elections
 - 6.12.1 Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) of the observer to the Elections Committee before counting.
 - 6.12.2 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 of the election.
- 6.13 Election Challenge Procedure
 - 6.13.1 A challenge cannot be initiated until after the results of the elections have been posted at each work site.
 - 6.13.2 The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) calendar days after the announcement of the results of the election
 - 6.13.3 The notification must:
 - 6.13.3.1 Specify which requirement has been violated and include evidence, insofar as possible
 - 6.13.3.2 List names and addresses of parties who can give evidence
 - 6.13.4 Within ten (10) 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 and determine whether:
 - 6.13.4.1 The challenge alleges a violation of the unit's elections requirement.
 - 6.13.4.2 The challenge is supported by appropriate documentation.
 - 6.13.4.3 More information is needed in which case, the information will be obtained via the most feasible method

- 6.13.4.4 The alleged violation may have affected the outcome of the election
 - 6.13.5 The Elections Committee shall submit a report including issues and recommendations to the Chapter President and the Chapter Board. The Board shall act on the report.
 - 6.13.6 If an individual wishes to appeal the decision of the governance body of the unit, or if the unit governance body fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
 - 6.13.7 The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly, shall be followed as outlined in the CTA Elections Manual.
- 6.14 Election Initiative Procedures
- 6.14.1 The Active Membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
 - 6.14.2 An Active 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.
 - 6.14.3 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.
 - 6.14.4 The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10% or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
 - 6.14.5 The circulators shall present to the chapter President the petition(s) containing original signatures.
 - 6.14.6 The chapter President shall have five (5) school days in which to verify the membership of the signers of the petition.
 - 6.14.7 If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter President shall have three (3) school days in which to verify the membership or the additional signers.
 - 6.14.8 The chapter President shall cause a ballot to be furnished to the members no less than fifteen (15) school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
 - 6.14.9 Regular election procedures (e.g., election of officers) shall be followed including voting times.

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

6.15 Election Referendum Procedures

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

6.15.2 The referendum action shall prescribe the exact wording of the question to be posed to the Active Membership on the ballot.

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

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

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

6.16 Election Recall Procedures

6.16.1 The Active Membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active Members.

6.16.2 An Active 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.

6.16.3 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.

6.16.4 The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of sixty (60) school days shall be permitted to obtain the signatures of at least 25 percent (25%) or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

6.16.5 The circulators shall present to the chapter President or the Vice President if the President is being recalled the petition(s) containing original signatures.

6.16.6 The chapter President or the Vice President if the President is being recalled shall have ten (10) school days in which to verify the membership of the signers of the petition.

6.16.7 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 additional fifteen (15) school days in which to gather and submit the necessary signatures. The chapter President shall have five (5) school days in which to verify the membership of the additional signers.
- 6.16.8 The chapter President shall cause a ballot to be furnished to the Active Members no less than twenty (20) school days after verification of membership. The period that school is officially not in session shall not be included in this count.
 - 6.16.9 Regular election procedures (e.g., election of officers) shall be followed including voting times.
 - 6.16.10 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.

STANDING RULE 7 – Committees

- 7.1 An Election Committee of two (2) to five (5) members shall be appointed by the president and approved by the Executive Board at or prior to the November Representative Council meeting
 - 7.1.1 Nominations for office shall be made as follows:
 - 7.1.1.1 Any Active Member, at their request, shall have their name placed upon the ballot for an office of GEA, if they qualify for that office according to the Constitution/Bylaws of GEA.
 - 7.1.1.2 The name of any Active member may be placed in nomination by any other member, with the consent of the nominee if they qualify for that office according to the Bylaws of GEA.
 - 7.1.2 The Election Committee shall establish the date and announce procedures for the election and distribution of ballots at the April Representative Council meeting.
 - 7.1.3 The Election Committee shall conduct an election prior to May 30.
 - 7.1.4 The Election Committee shall count the ballots and announce the results to the membership.
 - 7.1.5 No candidate for office shall serve on the Election Committee.
- 7.2 The Grievance Committee shall be responsible for implementing GEA's grievance program and will:
 - 7.2.1 Provide representative(s) to assist members of the bargaining unit in processing grievances
 - 7.2.2 Represent GEA at grievance proceedings whenever a member of the Bargaining Unit is processing a grievance without the assistance of GEA
 - 7.2.3 Make recommendations to the Executive Board of GEA regarding the budget for grievance processing and arbitration costs and shall

- keep the Executive Board informed of the operation of the grievance program
 - 7.2.4 Consider the merits of each grievance and make recommendations to the Executive Board regarding the submission of a grievance to arbitration
 - 7.2.5 Keep a record of all grievances processed
 - 7.2.6 Provide training, resources and support for GEA's grievance representative(s) at each certificated employee unit
 - 7.2.7 Study GEA's grievance processing policies and program and make recommendations to the Executive Board for maintaining and improving their effectiveness
- 7.3 The Political Action Committee shall:
- 7.3.1 Establish separate from GEA, Bylaws, bank account, political ID# and IRS#. (See Political Action Bylaws, Attachment 1)
 - 7.3.2 Maintain an information base of proposed school board elections affecting schools and members of the bargaining unit
 - 7.3.3 Keep the membership informed regarding proposed candidates and their positions on issues
 - 7.3.4 Propose and carry out plan to support candidates
 - 7.3.5 Plan any activities designed to elect candidates to the board

STANDING RULE 8 – Grievance processing

- 8.1 The Executive Board shall provide for representation to assist all members in the bargaining unit in processing grievances.
- 8.2 The Executive Board shall provide training to the grievance representative(s) for the handling at each site.
- 8.3 If a member of the bargaining unit, who is not a member of GEA, wishes to have a grievance processed at the arbitration level of the grievance procedure, such person must elect to pay either their prorated share of the cost of arbitration or the equivalent of the annual dues of GEA, CTA and NEA, whichever is less.

STANDING RULE 9 – Procedures for ratification of the contract

- 9.1 After all articles of the proposed contract have been tentatively agreed upon between the Bargaining Team and the Grossmont Union High School District's representative(s), they shall be printed and made available to all persons in the bargaining unit.
- 9.2 Voting shall be done by secret ballot. All persons in the bargaining unit are eligible to vote on the proposed contract.

- 9.3 Ballots shall be counted by the Executive Board.
- 9.4 No changes can be made in this agreement after the ratification vote. It must be ratified or rejected in its entirety.
- 9.5 A simple majority vote of those voting shall determine the acceptance or rejection of the proposed contract.
- 9.6 Persons in the bargaining unit will be notified of results through the *Advocate*.
- 9.7 After acceptance by the membership and the Governing Board of the Grossmont Union High School District, the language shall be in effect until the expiration date of the contract or until a new contract is ratified.

STANDING RULE 10 – Organizational security

- 10.1 Each certificated employee who, after the effective date of the contract agreement between the Grossmont Education Association and the Grossmont Union High School District, is a Member of the Association. Each individual who becomes a Member after that date, shall maintain such Membership for the duration of the contract including the extension thereof and be considered an Active Member.
- 10.2 Any unit member who is not a member of GEA/CTA/NEA, or who does not make application for membership shall:
 - 10.2.1 Become a Fee Payer of the Association through payroll deduction
 - 10.2.1 Pay a service fee, the amount of which is determined by the Association and authorized by Section 3540.1(i)(2) of the Government Code and consistent with legal requirements provided that it shall be the sole responsibility of the Association to ensure that such fee is legally determined and legally appropriate.
 - 10.2.3 Request exemption status from the Association based on long-standing philosophical beliefs or membership in a religious body with tradition tenets or teachings which include objections to joining or financially supporting employee organizations. The fee must be paid to a non-religious, non-labor charitable organization which is exempt from Section 501 C (3) of the Internal Revenue Code. To receive an exemption, the unit member must submit a detailed written statement establishing the basis for the exemption. The Association Executive Board shall communicate in writing to the unit member its acceptance or rejection of the exemption. If accepted, the fee must be paid in full to an acceptable charity on or prior to December 1 of each year.

10.2.4 In the event that a non-member does not pay a fee directly to the Association or qualify for an exemption, the school district shall begin automatic payroll deduction as provided in Education Code Section 45061. The bargaining unit member will become a Fee Payer.

STANDING RULE 11 – Travel/Lodging/Expenses

- 11.1 Travel arrangements to all conferences etc. shall be approved by the Executive Board. All travel reimbursements shall require an original receipt.
- 11.2 Plane travel shall be paid at the most economical coach fare; reimbursement cannot exceed the cost of auto, train or bus fares. Airport shuttles will be reimbursed at the most economical rate.
- 11.3 Train or bus travel shall be paid at the most economical rate; reimbursement cannot exceed the cost of auto, plane or bus fare. If travel by train or bus means an extra hotel or motel room charge, such charge is not reimbursable.
- 11.4 Auto travel shall be paid at the current IRS approved rate; mileage reimbursement cannot exceed the cost of (coach) plane, train, or bus fares. If travel by private car means an extra hotel or motel room charge, such charge is not reimbursable.
 - 11.4.1 Carpools are encouraged when possible.
 - 11.4.2 Parking is reimbursed at the airport or hotel parking rate.
 - 11.4.3 Valet parking is not covered unless it is the only option.
- 11.5 Taxi fare shall be reimbursed only when no other form of transportation is available (original receipts must be provided if possible).
- 11.6 Lodging is covered at the cost of the hotel room at the convention site. Sharing of rooms is encouraged and single rooms are allowed only with Executive Board approval.
 - 11.6.1 If travel by private car means an extra hotel or motel room charge, such charge is not reimbursable.
 - 11.6.2 Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
- 11.7 The CTA standard amount is reimbursable for portage (with no receipt required).
- 11.8 Actual amount paid for meals including tax and tip, not to exceed the CTA rate, will apply except for days when meals are provided by event.

Original cash register receipts are required for reimbursement. Extra meals required by auto travel are not reimbursable.

- 11.9 Exceptions to any of the above rules shall be allowed only upon the approval of the Executive Board.

STANDING RULE 12 - Strike vote

- 12.1 In the case that the Executive Board AND Representative Council recommend a strike the membership will, at a special meeting, vote to approve or disapprove of a strike by a majority vote.

STANDING RULE 13 - Amendments to Standing Rules

- 13.1 Standing rules may be initiated by a majority vote of the Executive Board and approved by a majority vote of the Representative Council

REV 11 Jan. 2006