



Teachers Association of Long Beach, CTA/NEA

4362 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807-2818
TELEPHONE: (562) 426-6433 • FAX: (562) 424-9352
| Web Site: www.talb.org |

BYLAWS TALB/CTA/NEA

I. NAME AND LOCATION

The official name of this Association shall be the Teachers Association of Long Beach TALB/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 to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession to advocate and take action on all matters pertaining to public education;
- D. To promote cooperation and communication between education support professionals and certificated educators.
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community;
- H. To foster good fellowship among members.
- I. To promote political and legislative activities related to public education service and benefits.

III. AFFILIATION WITH CTA/NEA

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

IV. MEMBERSHIP

A. Categories of Membership. There shall be two classes of membership in the Association: Active and Associate. The primary category shall be active members.

1. **Active.** Active membership shall be open to any person engaged in, or who is on a limited leave of absence from, non-administrative, nonsupervisory public education employment and is an employee of Long Beach Unified School District.

2. **Associate.** Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. The different types of eligibility and services for such memberships shall be prescribed in the Standing Rules.

B. Membership: shall be granted upon initiation of payroll deduction or upon payment of annual TALB/CTA/NEA dues.

C. The right to vote and to hold elective office or appointive position within the Association: shall be limited to Active members.

D. Members: shall 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. Any and all disciplinary matters: shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the governing body.

G. 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.

H. Members shall enjoy the same rights and privileges, regardless of age, gender identity, race, ethnicity, national origin and sexual orientation.

I. Delinquency and Change of Status: 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 31st of any calendar year a member has either not 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 their name dropped from the rolls.

J. Property Rights: No individual member shall attain rights to any property of TALB/CTA/NEA as a result of membership, or as an officer of the Association.

V. DUES AND ASSESSMENTS

A. The basic annual dues level for Active members shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.

- B. The Association's portion of the basic annual dues shall be established by action of the Representative Council by the last regular meeting of the school year.
- C. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status makes the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.
- D. Special assessment fees beyond normal annual dues may be levied by a majority vote of the Representative Council following fifteen (15) school days' notice to the Active membership. Such fees shall not be assessed for a period to exceed two (2) years without re-approval of the Representative Council.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be a Representative Council, which is comprised of the Active members of the Association through whom power is derived and decision-making is accountable.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Voting members of the Executive Board;
 - 2. Representatives elected on the basis of one-person one-vote;
 - 3. Active members of a chapter shall have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly-elected Representatives or Seated Alternates.
 - 4. Alternates elected at worksites during regular association representative elections when the elected Association Representative has given notice to the Executive Board of non-attendance prior to the beginning of the Representative Council meeting. Each Alternate acting in place of an absent elected Association Representative will be entitled to vote during the Representative Council meeting.
 - 5. An elected CTA State Council Representative are voting members of Representative Council meetings.
 - 6. The Teachers Association of Long Beach (TALB) shall guarantee its Active members an open nomination procedure and a secret ballot. TALB shall not discriminate against its Active members in their right to vote, seek office, or otherwise participate in the activities of the chapter, the California Teachers Association (CTA), or the National Education Association (NEA).
- 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 ad hoc committees and/or task forces including the membership of those bodies as recommended by the Executive Board; and

4. Establish the dues of the Association.
 5. Sustain or reject the Executive Board's recommendation or opposition to candidates or issues in local elections.
- D. The Representative Council shall schedule meetings monthly during the school year. The place and time of meetings shall be decided by the Executive Board.
 - E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
 - F. Special meetings of the Representative Council shall only be called for a specific purpose and only that business shall be considered.
 - G. Notices and agendas for each meeting of the Representative Council shall be provided to all members of the Representative Council no less than two (2) days prior to the date of the meeting. The Representative Council shall have the authority to adopt and to change its own agenda.
 - 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. Representative Council meetings that are conducted electronically may be held if members interact in the meeting. Representatives at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call of attendance and subsequent votes shall be conducted by the Secretary.
 - J. A quorum for all meetings of the Representative Council shall consist of a majority of all elected members of the Representative Council.
 - K. Non-voting members shall not be entitled to make motions or vote and shall not be included in the determination of a quorum.

VII. REPRESENTATIVES

- A. Representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Representatives shall serve a term of one (1) year.
- C. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each 15 Active members on the staff, or major fraction thereof.

- D. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Vacancies: Vacancies in the office of Representative for whatever cause shall be filled by properly elected replacements.
- F. Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
 - 3. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Representative shall not conduct an election in which they are a candidate.

VIII. OFFICERS

- A. The officers of the Association shall be President, Vice President, Secretary, and Treasurer.
- B. These officers shall be and remain currently paid-up local, state and nation (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. Officers shall be elected for a term of two (2) years, commencing on the 3rd Monday of June of the calendar year in which they are elected as specified herein.
- E. A vacancy shall exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms, once the position is declared vacant by the Executive Board and the Elections Committee is notified.
- F. **The President** shall be the chief executive officer of the Association and its policy advocate. The President shall be elected in the Annual General Election in odd numbered years and shall serve for a term of two (2) years. The term shall begin on the third Monday of June of the odd year in which they are elected. The President is eligible for reelection but no person may serve as President for more than two (2)

consecutive terms without a break in service of at least one (1) term. The President shall, subject to other provisions of these Bylaws:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association;
4. Adhere to the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of all committees by the beginning of each school year;
6. Appoint the chairperson and members of the Bargaining Team by the beginning of each school year;
7. Call meetings of the Association, Representative Council and the Executive Board;
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
10. Attend meetings of the Service Center Council of which the Association is a part;
11. Attend other CTA/NEA meetings as directed by the Representative Council; and
12. Be the chief executive officer of the Association and its policy leader.
13. Order the payment of funds as necessary.
14. May vote to break a tie on any questions before the Executive Board and serve as ex-officio, non-voting member of any standing committee.
15. Sign, with prior approval of the Executive Board in the name of the Association, such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Executive Board;
16. Provide association representation for all bargaining unit members, assist site representatives, regularly visit unit members within the District and schedule visitations to sites;
17. Regularly report accomplishments and status of current issues to the Executive Board and the Representative Council;
18. Submit an annual report of the Association activities at the last regularly scheduled meeting of the Association Representative Council;
19. The new or continuing President may call the new Executive Board together prior to closing of school, or of taking office, for purposes of ratifying the committee chairpersons and planning for the coming year. No action on any motion affecting current administration may be taken prior to the third Monday of June; and
20. Facilitate the evaluation of the Executive Director, Assistant Executive Director and the Associate Staff, with direction and input from the Executive Board.

G. **The Vice President** shall be elected in the Annual General Election in odd numbered years for a term of two (2) year service. The term shall begin on the third Monday in June of the odd year in which they are elected. The Vice President is eligible for reelection without restriction on terms. 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.
- H. **The Secretary** shall be elected in the Annual General Election in even numbered years for a term of two (2) years of service. The term shall begin on the third Monday in June of the even year in which they are elected. The Secretary is eligible for reelection without restriction on terms. The Secretary shall:
1. Maintain 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 Executive Board; and to the membership when appropriate;
 3. Maintain an accurate roster of the membership of the Association and of all committees at the principal office of the Association with the name and address of each members, and, in any case where membership has been terminated they shall record such fact as well as the date in which the membership ceased; and
 4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
- I. **The Treasurer** shall be elected in the Annual General Election in even numbered years for a term of two (2) years service. The term shall begin the third Monday in June of the even year in which they are elected. The Treasurer is eligible for re-election without a restriction on terms. The Treasurer shall:
1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
 2. Pay out such funds upon orders of the President;
 3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
 4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
 5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
 6. Keep and maintain adequate and correct accounts of the Association's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
 7. Have charge and custody of, and be responsible for all securities of the Association, and deposit all such securities in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Executive Board;
 8. Render to the President and Executive Board, whenever they request it, an account of any of all of their transactions as Treasurer and of the financial condition of the Association;
 9. Chair the Finance Committee.

IX. EXECUTIVE BOARD:

- A. The Executive Board shall be composed of the elected officers (may include members elected at-large from the Active membership as long as this complies with the “one-person-one-vote” rule).
 - 1. Directors shall be elected for a term of two (2) years, commencing on the 3rd Monday of June of the calendar year in which they are elected as specified herein.
 - 2. These Directors shall be and remain currently paid-up local, state and nation (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
 - 3. These Directors shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- B. Vacancies in the position of Director(s) shall be deemed to exist in the case of death, resignation, 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) school days.
- C. Directors accepting voluntary transfers causing a change of area shall surrender their office. Directors who have been involuntarily transferred may complete their term of office.
- D. The Executive Board shall exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- E. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board. Special meetings may be called within two (2) school days’ notice by the President. For emergency meetings, the President shall notify the Executive Board of meeting dates, places and times. Agendas of all regular meetings shall be circulated to all members of the Executive Board four (4) calendar days prior to each meeting.
- F. A simple majority of the members of the Executive Board shall constitute a quorum. No business shall be considered by the Executive Board at any meeting at which a quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.
- G. The Executive Board members shall not be personally liable for the debts, liabilities, or other obligations of the Association.
- H. A vacancy shall be deemed to exist if a Director of the Association cannot serve due to any of the following:
 - 1. Death
 - 2. Resignation
 - 3. Voluntary Transfer
 - 4. Recall

5. A vacancy of elected offices shall be filled by election within thirty (30) school days by and from the constituency except when succession by other elected officers is specified. Once the position is declared vacant by the Executive Board and the Elections Committee is notified.

I. The duties and the responsibilities of the Executive Board are:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council including Memorandum of Understanding (MOU) before they are signed by the President;
4. Approve by majority vote the President's appointments and by two-thirds (2/3's) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Finance Committee and the Representative Council;
6. Approve by majority vote the President's appointments and removal of committee members, including chairpersons.
7. Adopt, amend and publicize the local Standing Rules for the Association.
8. Adopt grievance procedure;
9. Direct the grievance activities of the Association;
10. Hire and evaluate, with the facilitation of the President, the Executive Director, Assistant Executive Director, Associate Staff, and terminate their employment, if necessary, in accordance with their employment contract utilizing appropriate due process.
11. Adopt general policies for staff employment and to make general allocations in the Annual Budget for expenses in connection therewith;
12. Within the established policies and budget limitations, the Executive Board shall be the employment authority for all paid staff, and for setting forth contract and/or job description terms and conditions of employment and compensation;
13. Grant to paid staff the same general rights of due process as the Association seeks to ensure for its own membership. The same nondiscrimination policy shall apply to paid staff as is contained elsewhere within the Bylaws for membership rights;
14. Deliver information from the Representative Council to any site not represented at the Representative Council meeting;
15. Meet at such times and places as required by these Bylaws; and
16. The Executive Board shall approve Association participation in District Developed Committees when the Association is requested to appoint members to participate.

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

K. Executive Board meetings that are conducted electronically may be held if all board members interact in the meeting. Board members shall be able to be seen and heard by the entire Executive Board, allowing complete participation. A roll call of attendance and subsequent votes shall be conducted by the Secretary.

X. 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 (2) 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. General Membership meetings that are conducted electronically may be held if members interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the secretary.
- E. A quorum for meetings for the General Membership of the Association shall consist of representation of twenty (20%) percent of the Active membership.

XI. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- B. The President shall appoint all members, alternates, and the Lead Negotiator 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's) vote, may remove a member of the Bargaining Team.
- E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board.
- F. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Active members in that unit. The contract proposals shall be approved by the Representative Council.
- G. The Bargaining Team shall report its activities to the Executive Board as the Board requires.
- H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

- I. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification has been specifically waived or otherwise delegated by that active membership.

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.

XIII. NOMINATIONS AND ELECTIONS

The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*. The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.

- A. The Elections Committee and Chairperson shall be appointed by the President and approved by the Executive Board to which it is responsible at the beginning of each school year. The duties of the Elections Committee shall be to:
 1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 2. Establish, develop and carry out election timelines and procedures;
 3. Prepare ballots for election of officers and such other elections as may be necessary;
 4. Count the ballots and certify the results; and
 5. Process initial challenges.
- B. Elections shall be conducted with:
 1. Open nomination procedure;
 2. Secret ballot;
 3. All Active member vote;
 4. Record of voters receiving or casting ballots; and
 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules. .
- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

XIV. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.
- C. The Executive Board shall direct the activities of all committees, subject to the policies established by Representative Council.

XV. PARLIAMENTARY AUTHORITY

On all matters of procedure not otherwise covered by the provisions of these Bylaws, *Robert's Rules of Order*, latest revised edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVI. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3's) 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, provided to all members of the Association on or before the meeting preceding the one at which it is to be voted upon.