

TEMECULA VALLEY EDUCATORS ASSOCIATION

**BYLAWS**

**I. NAME AND LOCATION**

The name of this Association shall be the Temecula Valley Educators Association (TVEA) /CTA/NEA in Riverside County, California.

**II. PURPOSES**

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employers and 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 a group opinion on professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To promote cooperation and communication between education support professionals and certificated educators;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

**III. AFFILIATION WITH THE CTA/NEA**

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

**IV. MEMBERSHIP**

- A. The primary category of membership shall be Active members.
- B. Membership shall be open to any certificated person who is engaged in or who is on limited leave of absence from professional education work, is an employee of the Temecula Valley Unified School District, and whose primary assignment is such as not to hold evaluative responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the association bargaining unit.
- C. Membership may be granted upon receipt of signed Membership Enrollment Form and initiation of payroll deduction or upon payment of annual TVEA/CTA/NEA dues. Signing a Membership Enrollment form constitutes agreement of becoming a member of TVEA, CTA and NEA.

- D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- E. Members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- F. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- G. Active members shall adhere to The Code of Ethics of the Education Profession. (CTA Bylaws Article III, 5).
- H. The rights and privileges of membership shall not be abridged in any way because of age, gender, race, ethnic group, marital status, national origin, or sexual orientation.
- I. No member of the Association may be disciplined by the chapter without due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross examine his/her 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. The member has the right to appeal the decision of the hearing panel to the governing body.
- 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 shall be sufficient to cover the operating expenses of the Association, 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 Leadership Council of the Association at 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 shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.
- D. Active members agree to pay annual dues uniformly required for membership in the Local, CTA, and NEA. Members will agree to deduct from their pay in each pay period, and transmit to CTA or its designated agent, a pro rata portion of the annual dues required for membership in the Local, CTA, and NEA, unless they pay dues by check.

**VI. POLICY-MAKING BODY**

- A. The policy-making body of the Association shall be the Leadership Council. The Leadership Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the membership.
- B. The Leadership Council shall be composed of the following active members:
  - 1. Voting members of the Executive Board
  - 2. Site Leaders elected on the basis of one-person one-vote;
  - 3. Leaders At-Large at the Association's discretion to include, but not limited to:
    - a) CTA State Council Representatives when not already serving on the Leadership Council in another capacity, voting (if in a multiple, non-voting);

- b) Elected Service Center Council Representatives when not already serving on the Leadership Council in another capacity, non-voting;
  - c) Committee Chairpersons, non-voting.
- C. The Leadership Council shall:
- 1. Establish Association policies and objectives;
  - 2. Adopt the annual budget of the Association for the school year; See V.B.
  - 3. Approve the establishment of or discontinuance of committees and Position Specialist positions recommended by the Executive Board; and;
  - 4. Establish the dues of the Association.
- D. The Leadership Council shall schedule at least one meeting during each school month; the number, place, and time of meetings to be decided by the Executive Board.
- E. A quorum for all meetings of the Leadership Council shall consist of a majority of all voting members of the Council. There shall be no voting by proxy.
- F. The Executive Board shall schedule a meeting prior to the Leadership Council at least once a month to plan for the Leadership Council Meeting.
- G. Special meetings of the Leadership Council may be called by the President, the Executive Board, or by petition containing signatures of twenty percent (20%) of the membership.
- H. Special meetings of the Leadership Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- I. Notices and agendas for all meetings of the Leadership Council and/or Executive Board shall be sent to all members of the Leadership Council, Executive Board, and made available for posting at least two (2) days prior to the date of the meeting.
- J. For emergency meetings of the Leadership Council during crisis situations, the Board shall adopt procedures to notify members of meeting dates, places, and times.
- K. Leadership Council meetings may be held in an electronic format, such as a webinar only for the purpose of dispensing information to members, provided that all bargaining unit members are invited to be a part of the webinar with the ability to ask questions and hear all responses. Voting on action items during a webinar is strictly prohibited. In the case of local, state, and/or national declared emergency, voting may be done with approval of CTA. Voting must be by roll call vote or electronic voting. Electronic voting must follow the CTA guidelines.

**VII. 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 membership.
- B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be available to all members of the Association at least two (2) days prior to 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 may be held in an electronic format, such as a webinar only for the purpose of dispensing information to members, provided that all bargaining unit members are invited to be a part of the webinar with the ability to ask questions and hear all responses. Voting on action items during a webinar is strictly prohibited.

- E. A quorum for a meeting of the Association shall be 20% of the active membership.

**VIII. SITE LEADERS**

- A. Site Leaders shall be elected by and from the Active membership at each school site. Such elections shall be by open nominations and by secret ballot. (See standing rules for Site Leader Election Procedures).
- B. The term of a Site Leader shall be one (1) school year.
- C. Each school site shall be entitled to at least one (1) Leader and shall have one Leader for each (20) Active members or major fraction thereof.
- D. Active Members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled the same representation on the Leadership Council as an individual school site.
- E. Site Leaders shall:
  - 1. Regularly attend Leadership Council meetings
  - 2. Conduct constant communication and act as a liaison between the Leadership Council and Active members of the school site;
  - 3. Serve as the official channel through which written communications and publications via print or email can be easily and quickly transmitted between the Association and its members;
  - 4. Represent the views and input of the Active membership of the school site in votes taken in the Leadership Council and conduct frequent and regular polls of such membership for this purpose; and
  - 5. Perform such additional duties as prescribed by the Executive Board.
  - 6. Run elections on their site, in which he or she is not a candidate.
  - 7. Adhere to Site Leader Guidelines in Standing Rules
- F. Vacancies may be filled by properly elected replacements.

**IX. OFFICERS**

- A. Officers of the Association shall be a President, Vice-President, Secretary, and Treasurer.
- B. Officers shall be and remain currently paid-up members of the TVEA/CTA/NEA as a condition for nomination to and service in their respective positions during their term of office.
- C. Officers shall be elected by and from the Active membership of the Association.
- D. Elections shall be by open nominations and by secret ballot according to the CTA Requirements for Chapter Election Procedures published annually with the CTA Elections Manual.
- E. Officers shall be elected for a term of two (2) years, commencing on July 1 of the given calendar year.
- F. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event a vacancy occurs 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 of the Association shall be called to elect successors to fill the unexpired terms.
- G. The President shall:
  - 1. Be the chief executive officer of the Association and its policy leader;
  - 2. Preside at all meetings of the Association, the Leadership Council, and the Executive Board;
  - 3. Prepare the agenda for the meetings of the Association, the Leadership Council and Executive Board;
  - 4. Be the official spokesperson for the Association;
  - 5. Be familiar with the governance documents of the Association, the CTA, and the NEA;

6. Appoint all Chairpersons and members of committees and the Bargaining Team with the approval of the Executive Board by the beginning of the school year.
7. Call meetings of the Association, the Leadership 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; and
11. Attend other CTA/NEA meetings as directed by the Leadership Council.

H. The Vice President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Association's calendar of activities;
4. Attend all meetings of the Association, the Leadership Council, and the Executive Board;
5. Serve as the primary contact for designated Committee Chairs in conducting their committee business and in communicating with TVEA Governance bodies such as Executive Board and Leadership Council; and
6. Be responsible for the coordinating of the same designated committees TVEA Committee meetings, activities Calendar for the Association.
7. Work with the President to recruit Executive Board members, Site Leaders, Committee Chairs and Members.

I. The Secretary shall:

1. Attend all meetings of the Association, the Leadership Council, and the Executive Board;
2. Keep careful and accurate records of the proceedings of each meeting, regular or special, of the Association, the Leadership Council, and the Executive Board;
3. Be responsible for distribution of all notices, agendas, and minutes of meetings to members of the Leadership Council, the Executive Board, and to the membership when appropriate;
4. Keep an accurate roster of the membership of the Association and of all committees;
5. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
6. Oversee the operation of the Bylaws committee and keep/submit an accurate updated copy of the TVEA bylaws and standing rules.

J. The Treasurer shall:

1. Attend all meetings of the Association, the Leadership Council, and the Executive Board;
2. Receive all funds belonging to the Association and shall be responsible for their safekeeping and accounting;
3. Pay out such funds upon orders of the President;
4. Provide a written financial report for each regular meeting of the Leadership Council and the Executive Board.
5. Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the membership.
6. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.
7. Oversee the annual TVEA budget process and present the budget of the association to be adopted by the Leadership Council no later than the last regular meeting of the school year.

**X. EXECUTIVE BOARD**

A. The Executive Board shall be composed of the following voting members:

1. Elected officers: President, Vice-President, Secretary, Treasurer;
2. Contract Maintenance Representative,
3. Area Representatives elected at large from the Active Membership to represent the needs of with a representation for 1:275 or major fraction thereof:
  - a) General Education elementary teachers,

- b) General Education middle school teachers,
  - c) General Education high school teachers
  - d) Position Specialist Groups
- B. All members of the Executive Board shall be and remain currently paid-up TVEA/CTA/NEA members as a condition for nomination and service in this position.
- C. Vacancies in the position of At-Large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. In the event a vacancy occurs, a special election may be held to elect successors.
- D. The Executive Board shall schedule a meeting before each regular meeting of the Leadership Council and at such other times as the President may deem necessary, or upon a written petition of a majority of the members of the Executive Board.
- E. Duties and Responsibilities of the Executive Board:
- 1. Coordinate the activities of the Association;
  - 2. Act for the Leadership Council when school is not in session;
  - 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Leadership Council;
  - 4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
  - 5. Recommend a budget for the Association to the Leadership Council;
  - 6. Approve by majority vote all appointment and removal of committee members, including chairpersons;
  - 7. Adopt the Grievance Procedure;
  - 8. Direct the grievance activities of the Association;
  - 9. Adopt the local Standing Rules for the Association;
  - 10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions imposed by the Leadership Council;
  - 11. Attend all Leadership Council Meetings and one (1) School Board meeting per school year, and;
  - 12. Act as Liaisons to TVEA Committees as assigned by the TVEA President and Vice-President at the beginning of each school year in conjunction with the Executive Board approval of Committee Chairs and Members.
- F. A quorum for all meetings of the Executive Board shall consist of a simple majority of the voting members of the Board.

**XI. CONTRACT OVERSIGHT LIAISON**

- A. The Contract Oversight Liaison shall be elected by the Active membership of the Association
- B. The Contract Oversight Liaison shall:
  - 1. Serve as a Liaison to the TVEA Grievance Committee and Assist in the Tracking of Association Grievances
  - 2. Work with the Bargaining Chair to maintain the records of the TVEA/TVUSD Contract
  - 3. Serve as a liaison to committees as assigned in coordination with the President and Vice President.
  - 4. Work with the President to recruit Executive Board members, Site Leaders, and Committee Chairs, and Members.

**XII. AREA REPRESENTATIVES**

- A. Area Representatives shall be elected At-Large by and from the Active membership to represent the needs of; General Education elementary teachers, General Education middle school teachers, General Education high school teachers, and Position Specialist Groups.

- B. Each Area Representative will support a ratio of 1 to every 275 members, or major fraction thereof, within that designated area (Elections must comply with the one-person one-vote rule).
- C. Area Representatives shall:
  - 1. Serve on the Executive Board as voting members;
  - 2. Serve on the Leadership Council as voting members;
  - 3. Act as temporary Site Leader for sites that do not have a representative.
  - 4. Serve as the Primary Contact for Site Leaders or Position Specialists for their area.
  - 5. Organize Site Leaders or Position Specialists through proactive communication and two-way communication across sites, such as "House Meetings."
  - 6. Periodically visit appropriate school sites to collect member feedback.

**XIII. BARGAINING TEAM**

- A. The duties of the Bargaining Team are to represent and to bargain for the membership.
- B. The bargaining members, alternates, and chairperson shall be appointed by the President, 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 a two-thirds (2/3) majority, may remove a member of the Bargaining Team and appoint a replacement.
- E. Responsibility and authority for directing the bargaining process of the Association are vested in the Executive Board subject to policies established by the Leadership Council.
- F. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- G. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- H. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.
- I. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands. The Leadership Council shall approve the contract articles to be bargained.

**XIV. GRIEVANCE PROCESSING**

- A. The Executive Board shall adopt, with the approval of the Leadership 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 in processing grievances;
  - 2. Training for handling grievances; and
  - 3. Evaluation of the Association's grievance policies and procedures.

**XV. NOMINATIONS AND ELECTIONS**

- A. 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 Active members an opportunity to vote in all elections.
- B. Chapter presidents do not have the option of deciding whether an election shall be held.

**C. Elections Committee**

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. To ensure the election process is conducted in a manner that voters and candidates alike can be assured that reasonable rules of ethical conduct and procedures have been adopted, and are followed both in spirit and practice.

**D. Elections Requirements**

- 1. Elections shall be conducted with:
  - a) Open nomination procedure;
  - b) Secret ballot;
  - c) All Active member vote;
  - d) Record of voters receiving or casting ballots; and
  - e) Majority vote, unless otherwise specified.
- 2. 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 Committee.
- 3. NEA State Delegate elections shall be conducted in accordance with CTA rules.
- 4. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

**E. Election Committee Duties**

- 1. The duties of the Elections Committee shall be to:
  - a) Ensure that all TVEA/CTA/NEA election codes and timelines are followed;
  - b) Establish election timelines;
  - c) Develop and carry out timelines and procedures;
  - d) Prepare ballots for election of officers and such other elections as may be necessary;
  - e) Count the ballots and certify the results; and
  - f) Handle initial challenges.

**XVI. COMMITTEES**

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to the approval by the Leadership Council. A list of current Committees, Chairs and Members can be found in the Standing Rules.
- B. Committee Chairs and members shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year or as vacancies occur.
- C. Each committee shall submit periodic reports to the Executive Board and Leadership Council.

**XVII. PARLIAMENTARY AUTHORITY**

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

**XVIII. AMENDMENTS**

- A. These Bylaws may be amended by a two-thirds (2/3) vote by the Site Leaders at any regular meeting or special meeting of the Leadership Council provided notice in writing of a proposed Bylaws amendment

shall have been submitted to the Secretary and made available to all members of the Leadership Council at the meeting preceding the one at which the vote is scheduled.