

CALIFORNIA ASSOCIATE STAFF STANDING RULES

1. CAS Headquarters

The principal place of employment of the CAS President shall be considered the CAS Headquarters Office.

2. Dues

2.1 Dues shall be paid by payroll deduction. New employees are required to fulfill this condition of employment.

2.2 Current dues are 1.65% of base salary.

2.3 A CTA associate staff employee who is eligible for membership as set forth in the Bylaws, and who does not wish to have payroll deduction of dues, shall make one (1) cash payment equivalent to one (1) year's dues. Dues shall not be prorated.

2.4 A CAS member on unpaid leave of absence, disability, or Workers' Compensation leave who wishes to remain a member in good standing and entitled to the rights and privileges of membership while on such leave may remit to the CAS Treasurer five dollars (\$5.00) each month for the duration of the leave.

3. Representation Fees

Representation fees shall be paid in one (1) cash payment equivalent to one (1) year's dues no later than October 31.

4. Membership Roster

No list of all or any portion of the membership shall be furnished for use by a CAS member for any purpose, or furnished for commercial purposes, except with the prior approval of the Executive Board.

5. The Executive Board is subject to order of CAS and none of its acts shall conflict with action taken by the Association.

6. Records

Officers, Board Members, Council Representatives, and Committee Chairpersons upon expiration of their terms of office, or in the case of resignation, shall turn over to their successor(s), or to the CAS President, within five (5) working days, all records, books, funds, and other materials pertaining to the position held. Records of the Treasurer necessary for audit may be held up to sixty (60) days.

7. Confidentiality

No copies of information deemed confidential by the Executive Board shall be given to any CAS member without prior approval of the Executive Board.

8. Minutes and Reports

8.1 Minutes of the Executive Board and Representative Council meetings shall be distributed to Executive Board members, Representative Council members and Alternates, and Standing Committee Chairpersons.

8.2 As soon as possible after each Council meeting, a *Report from the Council* shall be written by the Secretary and President and a copy sent to all members.

9. Travel and Other Expenses

9.1 Travel

9.11 Plane – actual coach fare.

9.12 Train or bus – actual fare.

9.13 Auto - 50¢ per mile, but not to exceed the actual cost of airfare.

9.14 Actual cost of airport bus or limousine service, parking and tolls, and reasonable amounts for taxis.

9.2 Lodging

Reimbursement shall be limited to the minimum single room rate available or the least expensive room rate available.

9.3 Meals

9.31 Allowable expenses for meals shall not exceed the actual amounts paid. The CAS meal allowance will be the amount currently provided to Associate Staff in the CAS/CTA Contract plus tax and tip. Receipts must be submitted with a reimbursement request for any meal that exceeds \$30.00.

9.32 Reimbursement for breakfast expenses shall be authorized only when attendance at a meeting or travel to said meeting is required at or before 9:00 a.m.

9.33 Lunch expenses shall be reimbursed when attendance at a meeting or travel to said meeting is required between the hours of 11:00 a.m. and 2:00 p.m.

9.34 Reimbursement for dinner expenses shall be authorized only when attendance at a meeting or required travel to or from said meeting extends beyond 6:00 p.m.

9.4 Receipts

Receipts for travel and lodging shall be submitted to the Treasurer for reimbursement.

9.5 Exceptions to the above expenses may be allowed by authorization of the President and Treasurer.

10. Release Time

10.1 Whenever a meeting requiring release time does not extend beyond one-half (1/2) day and no travel is required, only one-half (1/2) day of release time shall be requested for those individuals meeting these specifications.

10.2 Whenever release time has been requested for an individual and the individual is unable to attend the meeting, CTA shall be requested to reimburse CAS with the unused release time.

10.3 The Secretary will submit a report at every Representative Council meeting which will show number of days of release time used, who utilized the release time, and for what purpose the release time was utilized.

11. Executive Board and Representative Council

11.1 Meetings

11.11 The Executive Board and Representative Council shall meet at least four (4) times annually.

11.12 At the first meeting of the year, the remaining three meetings dates will be scheduled.

11.13 Executive Board and Representative Council members, both voting and ex-officio, non-voting members, will be sent notification of their respective meetings at least four (4) weeks in advance of the meeting date(s). Such notification may be by email or U.S. Mail.

11.14 When a special meeting of the Representative Council is called as set forth in the Bylaws, notification shall be given in writing by email or U.S. Mail to all Representative Council members at least fifteen (15) days in advance of the meeting.

11.2 Polling

11.21 When it is necessary to take a vote of the Executive Board or Representative Council between regular meetings as provided for in the Bylaws, the President or designee may poll Executive Board or Representative Council members by telephone or other communications device, including email. The preferred polling method is email and the following guidelines will apply:

11.22 The president or designee will send an email to the members of the body being polled informing them of the need to take a vote

and asking for a response so it can be determined if a quorum is available. Members who do not respond will be telephoned to let them know the polling is being done.

11.23 If a quorum is available, the President or designee will send an email to all members of the body with the issue and will ask for a motion.

11.24 If no motion is made and seconded, the matter is dropped.

11.25 When a motion is made and seconded, the president informs the members of the exact motion and informs them of how much time will be allotted for discussion. The timeline should be established according to the necessity of how quickly a decision is needed.

11.26 At that time, discussion may then proceed for the period designated (which could be changed by the body).

11.27 At the end of the discussion period, a vote is taken on the motion. The records must show each person's name in the vote (top of the email identifier) to ensure one person-one vote.

12. Budget and Finance Committee

12.1 The Treasurer shall be an ex-officio member of the Budget and Finance Committee.

12.2 The Budget and Finance Committee shall submit to the Executive Board, prior to September, a proposed initial budget. Upon consideration of the current financial status, the Budget and Finance Committee may make a dues recommendation to the Executive Board.

12.3 The Budget and Finance Committee will submit recommendations on investment of assets to the Executive Board for approval.

12.4 Any changes to CAS investment accounts as outlined in 12.3 shall require the signatures of two (2) of the following officers: President, Vice President, or Treasurer.

13. Bylaws Committee

a. The Bylaws Committee shall be responsible for reviewing and maintaining the Bylaws and Standing Rules.

b. The Bylaws Committee shall be responsible for distribution of copies of proposed amendments to the members.

14. Communications Committee

The Communications Committee shall be responsible for writing, editing, producing, and distributing a CAS newsletter. Prior to publication, a copy shall be reviewed by the CAS President.

15. Elections Committee

- 15.1 The Elections Committee shall be responsible for conducting all balloting.
- 15.2 Procedures for Nomination
 - 15.21 No later than April, the Elections Committee Chairperson shall notify members of positions that will be expiring. Said notification shall also include a nomination form.
 - 15.22 All nominations shall be in writing, and shall be in the hands of the Elections Committee by the date specified in the notification.
- 15.3 Procedures for Elections
 - 15.31 The Elections Committee Chairperson shall be provided with a current roster of CAS members.
 - 15.32 The Elections Committee shall prepare ballots and envelopes for distribution to CAS members no later than one month following the request for nominations. The ballot shall include space for write-in candidates. A brief bio-sketch on the candidates will be enclosed with the ballots.
 - 15.33 A member who will be on leave or vacation at the time of an election may request of the Elections Committee Chairperson, in advance, that a ballot be mailed to the address provided.
 - 15.34 Ballots shall be returned to the Elections Committee Chairperson postmarked on or before the date specified.
 - 15.35 Upon receipt of the ballots, the Elections Committee Chairperson, with a committee whose members are not themselves candidates for office, shall count the ballots and certify the election results, in writing, to the CAS President and the candidates within three (3) working days. A majority of ballots cast shall elect. Ballots shall be retained for one (1) year following the election.
 - 15.36 The Elections Committee shall notify CAS members of the results of the election, including the number of votes cast for/against each ballot measure or the number of votes cast for each candidate, within seven (7) working days following the election.
- 15.4 Procedures for Special Elections
 - 15.41 Within ten (10) days of notification from the CAS President, the Election Committee Chairperson shall send written notice to CAS members asking for nominations for replacement of the vacant position.
 - 15.42 Such notice shall include a nomination form and pertinent regulations governing nomination and election to such position.
 - 15.43 All nominations shall be in writing, and shall be in the hands of the Elections Committee by the date specified in the notification. Elections shall follow procedures as detailed in 14.3.
- 15.5 Procedures for Run-off Elections
 - 15.51 A run-off shall be deemed necessary in the event of a tie vote between the top candidates.

- 15.52 Ballots for run-off elections shall be mailed within ten (10) working days from the deadline of the previous election.
- 15.53 Ballots shall be returned to the Elections Committee Chairperson postmarked on or before the date specified.
- 15.6 Void Ballots
 - Ballots from any and all elections shall be deemed void if: more than the specified number of boxes are marked; writing on the ballot face changes the meaning of the choice; postmarked after the deadline date; unofficial and/or duplicate ballot is used; or the voting procedures have not been followed.
- 15.7 Procedures for Challenging an Election
 - 15.71 An election may only be challenged when there have been specific violations of the Bylaws and/or Standing Rules in conducting an election.
 - 15.72 Challenges to an election shall be in writing to the CAS President within seven (7) days from the deadline of the election being challenged.
 - 15.73 If a challenge to an election is deemed valid by the CAS Executive Board, the election shall be declared void and a new election shall be held within ten (10) working days.
 - 15.74 When, due to an increase in membership, it becomes necessary to add an additional representative(s) to a CAS Area, an election will be held to elect the added representative(s).
- 16. Grievance Committee
 - 16.1 The Grievance Committee shall be responsible for implementing the grievance procedure and for providing representatives to assist members in processing grievances.
 - 16.2 The Grievance Committee shall be composed of the Chairperson and members, geographically distributed, who are recommended by the President and/or Chairperson and approved by the Representative Council.
 - 16.3 The Chairperson shall keep the Executive Board fully informed regarding activities of the Committee.
 - 16.4 The Grievance Committee may make recommendations to the Executive Board for improving the grievance procedure.
 - 16.5 The Grievance Committee shall be responsible for providing grievance processing training.
 - 16.6 Representative Council members shall serve as Level I grievance representatives for unit members in their area and shall apprise the Grievance Committee Chairperson of all such grievances. Council representatives shall function with the advice and consultation of the Committee.
 - 16.7 The Grievance Committee shall be responsible for processing all grievances above Level I.

- 16.8 The Grievance Committee shall consider the merits of each grievance and make recommendations regarding submission to arbitration to the Executive Board.
 - 16.9 Should the Grievance Committee recommend that a grievance not be submitted to arbitration, the grievant shall be notified of the recommendation, the reason(s) for the recommendation, and the right of appeal to the Executive Board.
17. Representation Committee
 - 17.1 The CAS representation structure will be one CAS representative to every 20 members in CAS designated Areas as follows: 1-29 = 1 rep, 30-49 = 2 reps, 50-69 = 3 reps, 70-89 = 4 reps, 90-109 = 5 reps, 110-129 = 6 reps.
 - 17.2 A special committee on representation shall be appointed as deemed necessary to ensure geographical representation within directorial areas and council areas.
18. Bargaining Team
 - 18.1 The Bargaining Team shall be composed of six (6) members and at least one (1) alternate. Should a vacancy occur on the Bargaining Team, the alternate shall fill the vacancy.
 - 18.2 A member appointed to the Bargaining Team shall have been a member in good standing for at least three (3) months.
 - 18.3 Consideration shall be given to geographical representation on the Bargaining Team.
 - 18.4 A survey of members' needs and desires as they relate to terms and conditions of employment shall be prepared and distributed to CAS members prior to the beginning of negotiations on successor contracts.
 - 18.5 The Bargaining Team shall have the power to make tentative agreements. Final agreement shall be contingent upon ratification by the general membership.
 - 18.6 Tentative agreements may be presented to the members with an "approve" or "disapprove" recommendation by the Executive Board.
19. Membership Committee
 - 19.1 The Membership Committee is responsible for maintaining the member database and for handling all mailings to membership.
 - 19.2 The Committee will provide Membership Notebooks to Area Representatives to be presented to new employees and at least annually will provide notebook updates to the membership.
20. California Teachers Association Staff Retirement Plan and California Teachers Association Employees' Health and Welfare Benefits Trust

The duties and responsibilities of CAS Trustees will be as stated in the CAS/CTA Agreement and the Working Trust Documents.

21. Organizing Committee

Any joint organizing effort shall go before the Executive Board for approval and any resulting flyer(s) shall be reviewed by the Executive Board before distribution.

22. Benefits to Members

- a. CAS will give each member, upon retirement from CTA, an amount equal to \$10 for each year the person was a CAS member.
- b. CAS will send to the family of a deceased, active CAS member an amount equal to \$10 per year of membership in CAS.

23. CTA Staff Intern Program Participation

CAS Executive Board, Representative Council members, and/or committee members accepted into the CTA Staff Intern Program will be allowed to take a leave of absence from their positions while participating in the program and will reassume their CAS positions and duties when they return to an associate staff assignment.

24. Internal Discipline and Expulsion

- a. Internal Discipline shall consist of a letter of reprimand being sent to the offender following the first offense, and should the offense continue to occur, the Executive Board may levy a fine. The amount of said fine shall be approved by a two-thirds (2/3) majority vote of the Executive Board.
- b. A member may not be expelled unless due and sufficient cause has been determined by an impartial, independent, third party.

25. Amendment

Standing Rules may be amended by a majority vote of the Executive Board.