



BYLAWS

of the

CALIFORNIA ASSOCIATE STAFF

Founded 1971

**A Member Affiliate of the
National Staff Organization**

**Amended:
1978, 1984, 1987, 1994, 2002, 2009, 2012, 2013, 2018**

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**ARTICLE I
NAME AND PURPOSES**

Section 1. The name of this organization, which is an affiliate of the National Staff Organization, hereinafter referred to as "NSO," shall be California Associate Staff, hereinafter referred to as "CAS."

Section 2. The purposes of CAS shall be as set forth in the Articles of Incorporation.

**ARTICLE II
AUTHORITY AND INDEMNIFICATION**

CAS shall indemnify and hold harmless its officers, Executive Board and Representative Council members, and other agents from and against any and all claims, demands, liabilities, obligations, suits or other form of legal action or litigation arising from or related to any action taken by such officers, Executive Board members, or other agents in the performance of any duties authorized by the operation of the Constitution, Bylaws, and Standing Rules or by any action derivative from powers authorized under those documents.

**ARTICLE III
MEMBERSHIP**

Section 1. Qualifications:

- a. Any associate staff employed by the California Teachers Association and placed on the associate staff salary schedule shall be eligible for membership, except as indicated elsewhere in these Bylaws, and as a condition of employment shall become a member of CAS from the date of employment; and
- b. Employees ineligible for membership are those who are classified as supervisory, professional, managerial, or confidential, and who are excluded from the bargaining unit as defined in the collective bargaining agreement between the California Teachers Association and CAS.

Section 2. All members of CAS shall be members of NSO.

Section 3. Membership and Fiscal Year:

The membership and fiscal year of CAS shall be from September 1 through August 31.

Section 4. All active members, in good standing, shall have equal rights and privileges within the organization:

- a. To nominate candidates;
- b. To vote in elections or on referenda of the organization; and

- c. To hold appointive or elective office in accordance with these Bylaws.

Section 5. The rights and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.

ARTICLE IV

MEMBERSHIP DUES, FEES AND ASSESSMENTS

Section 1. Membership Dues:

- a. The CAS membership dues amount shall be provided for in the Standing Rules and established in accordance with these Bylaws;
- b. Any change to the amount of dues for the succeeding membership year shall be recommended by a majority affirmative vote of the Representative Council. Any proposed change in the amount of dues shall be ratified by a majority affirmative vote of the members in good standing, voting by secret ballot. Members shall be notified at least ten (10) working days in advance of any proposed balloting;
- c. Membership shall be continuous after initial employment until a change in status makes the member ineligible for membership;
- d. Payroll deductions of dues are accrued on the first day of each month, and paid on the 15th day of said month and the first day of the following month;
- e. Membership dues must be current for a member to be considered in good standing and entitled to the rights and privileges of membership. Membership dues are not refundable;
- f. Members on unpaid leaves of absence, disability, or workers' compensation leaves may pay five dollars (\$5.00) a month while on such leave in order to remain a member in good standing. Such dues shall be remitted to CAS as provided for in the Standing Rules;
- g. Retroactive salary paid to unit members as a result of reclassification shall be subject to dues payments to CAS;
- h. Members who are terminated or retiring from CTA shall have membership dues deducted from their final paychecks, except no dues shall be deducted from the severance pay of an employee who has been dismissed or vacation pay that has been cashed out; and
- i. A member who resigns, retires, or is dismissed and who is being provided union representation, shall pay a dues amount of five dollars (\$5.00) per month for the period of time he/she is being represented by CAS.

Section 2. Fees:

- a. A person may pay a representation fee in lieu of membership dues if the person's traditionally held religious tenets or teachings include objections to joining or financially supporting employee organizations. Such representation fee shall be equal to the CAS membership dues and paid in one (1) lump sum;
- b. Representation fees shall be paid to any non-religious, non-labor charitable organization exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code of the person's choice with the approval of the Executive Board. Proof of payment shall be provided each fiscal year to CAS no later than October 31; and
- c. Fee payers shall not be afforded the rights and privileges of membership.

Section 3. Assessments:

- a. No assessment may be levied on the membership unless approved by a majority vote of the members voting by secret ballot;
- b. Members shall be notified at least ten (10) working days in advance of any proposed assessment balloting; and
- c. Assessments are not refundable.

**ARTICLE V
BUDGET**

Section 1. No later than August 1, the Budget and Finance Committee shall submit to the Executive Board for Board approval, a proposed budget for the succeeding fiscal year.

Section 2. The Executive Board shall submit for Representative Council approval, a proposed budget for the current fiscal year at its first meeting of the fiscal year.

**ARTICLE VI
OFFICERS**

Section 1. The officers of the Union shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Officers shall be elected from and by the membership of CAS.

Section 3. Terms of Office:

- a. The terms of office for officers shall be two (2) years commencing on September 1 of the calendar year following the election; and

- b. No officer may serve more than two (2) consecutive terms in the same office.

Section 4. The President shall be the Chief Executive Officer of the Union and its policy leader. The President shall have the following powers and duties:

- a. To preside at all meetings of the Executive Board, Representative Council, and general membership;
- b. To call special meetings of the Executive Board as deemed necessary or upon the request of a majority of the Executive Board;
- c. To direct the planning of meetings of the Representative Council and such other meetings as may be sponsored by CAS;
- d. To sign contracts and other documents necessary to conduct the business affairs and professional activities of CAS, subject to approval of the Executive Board;
- e. To be the official spokesperson for CAS;
- f. To advise and consult with CAS committees, as deemed necessary;
- g. To recommend to the Representative Council the names of chairpersons and committee members to all standing committees;
- h. To recommend to the Executive Board the names of chairpersons and committee members to such special committees as may be deemed necessary;
- i. To submit reports upon request to NSO;
- j. To oversee timely submission of required Union release time notification to CTA is met;
- k. To serve as delegate of CAS to the annual NSO Representative Assembly; and
- l. To attend meetings of the NSO Western States Coordinated Bargaining Council as called for by the NSO or, if unable to attend, to appoint a designee.

Section 5. The Vice President shall have the following powers and duties:

- a. To serve as assistant to the President in all duties of the President;
- b. To assume the duties of President in the absence of the President;
- c. To make arrangements for all meetings;
- d. To act as a liaison between the committee chairpersons, including ad hoc, and the Executive Board. The Vice President will obtain reports, prior to the

Representative Council, from committees, as well as communications of scheduled committee meetings; and

- e. To perform such other duties as may be properly assigned by the Executive Board.

Section 6. The Secretary shall have the following powers and duties:

- a. To maintain accurate records and files of all proceedings and publications of CAS;
- b. To be responsible for the distribution of notices, agendas, and minutes of meetings;
- c. To forward to the President, no more than fifteen (15) working days following each meeting of the Representative Council, a draft of the minutes of the Representative Council meeting and work with the President to prepare a Representative Council Meeting Report for distribution to the members;
- d. To carry on the correspondence pertaining to the affairs of CAS as directed by the President;
- e. To appoint assistants as deemed necessary to carry out the duties of the office;
- f. To be responsible for preparing and updating a list of all elected and appointed CAS representatives for distribution to the Representative Council and Elections Committee;
- g. To request annually from CTA the current seniority list and list of supervisory and confidential employees for distribution to the Representative Council; and
- h. To submit release time notification to CTA in a timely manner as set forth in the CTA/CAS Collective Bargaining Agreement, and to maintain for the Union a running record of the number of CAS release days utilized, including the names of the members who used the release days and the purposes for which used.

Section 7. The Treasurer shall have the following powers and duties:

- a. To supervise the preparation and distribution of annual financial reports;
- b. To be responsible for the collection of dues from CTA; from members on leave; and from terminated, dismissed, or retiring members in accordance with these Bylaws;
- c. To oversee investment of assets as recommended by the Budget and Finance Committee and approved by the Executive Board;
- d. To be responsible for the timely disbursements of the funds of CAS upon receipt of vouchers, bills, or invoices, and to keep accurate records of all transactions;

- e. To co-sign all checks and disbursement vouchers with the President or Vice President;
- f. To prepare written financial reports for each regular meeting of the Representative Council and the Executive Board;
- g. To be responsible for an annual review of CAS financial records, and an audit at the end of a Treasurer's final term of office, and the distribution to the Representative Council of the financial review or audit report received from the CPA;
- h. To submit reports as required by state and federal statutes, and to submit a copy of the annual Department of Labor (LM) Report to NSO;
- i. To serve ex-officio on the Budget and Finance Committee and provide the annual and necessary records for this committee's meeting prior to year's end;
- j. To provide to the Membership Chairperson copies of Employment Change Reports as received by the Union;
- k. To appoint assistants, with the approval of the Executive Board, as deemed necessary to carry out the duties of the office;
- l. To transmit the appropriate NSO dues money to the NSO Treasurer at times as specified by NSO;
- m. To notify NSO within thirty (30) days of any change in the bank in which dues are deposited;
- n. To remit to the President a copy of the dues transmittals as received by CTA on a monthly basis; and
- o. To maintain all CAS financial records using a double entry bookkeeping software system or an alternative system approved by the Executive Board.

Section 8. The Treasurer and President shall be bonded under a policy provided by and paid for by NSO. CAS shall adhere to the following accounting procedures in compliance with the bonding policy:

- a. The bank accounts in which all deposits are made shall be in the name of CAS;
- b. Endorsement of checks shall be limited to endorsements for deposit to the credit of the CAS only;
- c. All checks issued or withdrawals made from CAS credit unions, or banks, or investment accounts must be signed by two (2) of the following officers: President, Vice President or Treasurer;

- d. The books and accounts of the Treasurer shall be examined at least once a year and a statement by the independent accountant (CPA) shall be made part of CAS' permanent records. A copy of the annual financial statement shall be forwarded to NSO upon completion;
- e. No payments in cash, including checks made out to "cash," shall be made from funds of CAS; and
- f. A voucher system shall be utilized for payment of bills.

**ARTICLE VII
EXECUTIVE BOARD**

Section 1. The Executive Board shall be composed of the officers, five (5) Area Directors elected at-large from the membership, and, the immediate past President, ex-officio, non-voting, who shall also serve as Parliamentarian.

Section 2. The at-large members of the Executive Board shall be nominated from five (5) directorial areas established by a special committee on representation and approved by the Executive Board to ensure geographical representation.

Section 3. Terms of Office:

- a. Area Directors shall serve for a term of two (2) years, commencing September 1 of the calendar year following the election; and
- b. Area Directors shall be eligible for re-election, but may not serve more than two (2) consecutive terms.

Section 4. Meetings:

- a. The Executive Board of CAS shall meet in regular session as necessary to conduct the business of the Association;
- b. Special meetings may be called by the President or upon request of five (5) members of the Executive Board with written notice to Executive Board members at least five (5) days in advance of the meeting date;
- c. Meetings may be held at any location in the State of California, unless otherwise approved by the Representative Council;
- d. Notification requirements for meetings of the Executive Board shall be provided for in the Standing Rules;
- e. A majority of the Board members shall constitute a quorum;
- f. A Board member shall not exercise the right to vote through a proxy or alternate; and

- g. When it is deemed necessary to take a vote of the Executive Board and time does not permit a meeting, the President or his/her designee may poll the Executive Board members by telephone or other communications device, including e-mail. The results of the polling shall be read into the minutes of the following Executive Board meeting.

Section 5. The Executive Board shall have the following powers and duties:

- a. To supervise the business and affairs of CAS subject to limitations and restrictions provided by law and these Bylaws;
- b. To execute policies established by the Representative Council;
- c. To act on matters of business arising between meetings of the Representative Council, reporting such actions at the next Representative Council meeting;
- d. To receive an initial proposed annual budget and dues recommendation from the Budget and Finance Committee at the last regularly scheduled meeting of the fiscal year and to submit to the Representative Council a proposed annual budget at the first meeting of the following fiscal year;
- e. To determine the need for a strike vote of the membership;
- f. To set up proper procedures for the safekeeping and accounting of all funds of CAS;
- g. To ensure the Treasurer fulfills the duties of conducting a yearly review of the financial records with an independent accountant (CPA), in addition to completing required Department of Labor reports, state and federal tax requirements;
- h. To ensure an audit be completed bi-annually by an independent accountant (CPA) and/or upon the end of the Treasurer's term of office;
- i. To approve special committee appointments;
- j. To adopt the Standing Rules for the Union;
- k. To call special meetings of the Board, Representative Council, or membership when deemed necessary;
- l. To approve or deny recommendations of the Grievance Committee to proceed to arbitration; such decisions shall be final, subject to the unit member's right to appeal such decision; and
- m. To positively promote the goals and objectives of CAS.

Section 6. Area Directors shall have the following additional powers and duties:

- a. To know the contract, Standing Rules, Bylaws and Union Code of Conduct;
- b. Assist in representing members in work-related issues and meetings;
- c. To keep regional telephone and email contact information updated and available;
- d. To support and be a resource to Area Representatives;
- e. To regularly communicate with Area Representatives;
- f. To advise Area Representatives in the performance of their duties to:
 - 1) Contact new members;
 - 2) Update membership after each Representative Council meeting;
 - 3) Attend meetings;
 - 4) Serve on committees;
 - 5) Keep CAS supplies on hand; and
 - 6) Know the grievance procedure.
- g. Establish confidence in CAS leadership; and
- h. Provide an Area report to Executive Board.

**ARTICLE VIII
REPRESENTATIVE COUNCIL**

Section 1. The policy-making body of CAS shall be the Representative Council, which derives its powers from and shall be responsible to the membership.

Section 2. Composition: The Representative Council shall be composed of the following members:

- a. Members of the Executive Board;
- b. Elected representatives chosen from and by the membership of CAS in accordance with a formula established by a special committee on representation and approved by the Executive Board;
- c. Minority representation shall be guaranteed by special statewide election of an additional representative if the total Representative Council has neither a male,

female, nor ethnic minority member as constituted following the most recent general election; and

- d. CAS Communications Committee Chairperson(s), Grievance Committee Chairperson(s), Organizing Committee Chairperson(s), and the Bargaining Team Chairperson(s), ex-officio, non-voting.

Section 3. No member may be elected to more than one (1) position on the Representative Council.

Section 4. Terms of Office:

- a. Area Representatives shall serve for a term of two (2) years and may be eligible for re-election, but may not serve more than two (2) consecutive terms;
- b. An Alternate shall serve for a term of two (2) years and may be eligible for re-election, but may not serve more than two (2) consecutive terms unless filling an unexpired term; and
- c. When an Area's membership decreases resulting in the elimination of a representative, the Area Representative's position shall expire at the end of the regular two (2) year term of office which he/she is serving.

Section 5. Members of the Representative Council shall be members of CAS prior to the time of their election and shall remain members throughout their terms on the Representative Council.

Section 6. The Representative Council shall have the following powers and duties:

- a. Establish Association policies and objectives;
- b. Adopt the annual budget of the Association at the first meeting of the fiscal year;
- c. Approve Standing Committee appointments;
- d. Approve by majority vote any project involving indebtedness or term payments of amounts not included in the adopted budget which exceed \$500.00;
- e. Approve contributions in excess of \$50.00;
- f. Authorize the execution of contracts and other agreements necessary to conduct the business of CAS;
- g. Be familiar with all CAS governance documents; and
- h. Positively promote the goals and objectives of CAS.

Section 7. The Area Representative shall:

- a. Make every effort to attend all meetings of the Representative Council. If an Area Representative is not able to attend a meeting, the Area Alternate will attend in their place;
- b. Report within fifteen (15) days of the Representative Council meeting to Area members on the business of CAS;
- c. Present to the Representative Council proposals or recommendations originating in the Area represented;
- d. Actively participate in the work of committees of which they may be members;
- e. Contact new employees regarding CAS and see that each new employee receives all materials pertinent to CAS and CTA (i.e., CTA/CAS Contract and CAS Membership Guide, Weingarten Rights, etc.);
- f. Serve as Level I grievance representatives for bargaining unit members in his/her Areas, apprise the Grievance Committee of all Level I grievances, and function with the advice and counsel of the Grievance Committee;
- g. Maintain current member information for members in his/her Area and forward any changes to the Membership Committee;
- h. A Representative who is unable to attend a meeting of the Representative Council shall notify his/her Alternate and the CAS Vice President and Secretary without delay;
- i. Establish confidence in CAS leadership;
- j. Provide Area report to the Representative Council;
- k. Know the Contract, Standing Rules, Bylaws and Union Code of Conduct;
- l. Be aware of working conditions and employee issues in their respective Area; and
- m. Keep track of agency hires within the Area, noting whether hire date and last work day are in compliance with the Contract.

Section 8. The Alternate Representatives shall:

- a. Attend meetings of the Representative Council in the absence of the Area Representative;
- b. Be entitled to vote in the absence of the Area Representative;

- c. Report within fifteen (15) days of the Representative Council meeting to Area members on the business of CAS when attending in the absence of the Area Representative;
- d. Present to the Representative Council proposals or recommendations originating in the Area represented when attending in absence of the Area Representative;
- e. Actively participate in the work of committees of which they may be members;
- f. Assist Area Representative to contact new employees regarding CAS and see that each new employee receives all materials pertinent to CAS and CTA (i.e., CTA/CAS Contract and CAS Membership Guide, Weingarten Rights, etc.);
- g. Know the Contract, Standing Rules, By-Laws and Union Code of Conduct;
- h. Be aware of working conditions and employee issues in their respective Area;
and
- i. Alternates shall not attend Representative Council meetings unless requested to do so by Area Representative or approved by the Executive Board.

Section 9. Meetings:

- a. The Representative Council shall meet in regular session as necessary, not less than three (3) times per year, to conduct the business of the Union. Notification requirements shall be provided for in the Standing Rules;
- b. Special meetings may be called at any time by the Executive Board or upon written request of twenty percent (20%) of the regular Representative Council members. Notification requirements shall be provided for in the Standing Rules;
- c. A majority of the members of the Representative Council shall constitute a quorum; and
- d. When it is deemed necessary to take a vote of the Representative Council and time does not permit a meeting, the President or his/her designee may poll Representative Council members by telephone or other communications device, including e-mail. The results of the polling shall be read into the minutes of the following Representative Council meeting.

Section 10. Except to the extent specified in the NSO Constitution, no officer of CAS shall have the power to act as agent for or otherwise bind the NSO in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind CAS except to the extent specifically authorized by the President of CAS or by the Executive Board of CAS.

ARTICLE IX
NOMINATIONS AND ELECTIONS

Section 1. The CAS Elections Committee shall conduct all elections:

- a. No later than May 31, the Elections Committee shall solicit nominations by notifying the general membership of CAS offices that will be expiring and providing each member with a nomination form specifying the election timelines by electronic mail;
- b. Any member, at his/her request, shall have his/her name placed on the ballot for a Representative Council or an Executive Board office in accordance with election procedures. A member may run for only one office in an election;
- c. The name of any member may be placed in nomination by any other member with signed or emailed consent of the nominee;
- d. Current members of the Representative Council may run for any open office; however, they may run for only one (1) office in an election;
- e. Election of Officers, Area Directors, Area Representatives, and Alternate Representatives shall be conducted by secret ballot with provision for a write-in vote; and
- f. Disputes regarding the eligibility of any candidate for elective office, the results, conduct, or appropriateness of any election, may be raised by any member within ten (10) working days of the date of the mailing of the election results to the membership by the Election Committee. Any question about any election or procedure involving an election shall be in writing to the Executive Board. The question shall be investigated by a special committee consisting of five (5) members elected by and from the Representative Council. The special committee shall submit its findings to the Executive Board which shall make a determination that shall be conclusive.

Section 2. Officers and Area Directors:

- a. Officers and Area Directors shall be nominated and elected by the general membership as per Article IX Sections 1.d and 1.e. However, only members in the specific directorial area may be nominated and elected to serve as the Area Director; and
- b. The person receiving the greatest number of votes for that position shall be elected. In the event of a tie vote, a run-off election shall be held in accordance with the Standing Rules.

Section 3. Area Representatives and Alternates:

- a. Area Representatives and Alternates shall be elected by and from the members within each Area as per Article IX Sections 1.d and 1.e;
- b. Each Area shall be entitled to representation in accordance with a member/representative ratio as outlined in the Standing Rules. Replacements for Area Representatives whose terms have expired, and one (1) Alternate for each Area, shall be elected;
- c. When electing both an Area Representative and Alternate simultaneously, the person receiving the greatest number of votes shall be elected. The person receiving the next highest number of votes shall be the Alternate;
- d. In the case of multi-seat elections, the person(s) receiving the greatest number of votes shall be elected. The person receiving the next highest number, following those who have been elected, shall be the Alternate, providing the Alternate seat is vacant; and
- e. In the event an Area becomes entitled to an additional Representative in accordance with the member/representative ratio, an election shall be held to fill the new position.

Section 4. NSO Representative Assembly Delegate Election:

- a. Within two (2) weeks of notification from the National Staff Organization (NSO) of number of delegates allotted, the Elections Committee shall solicit nominations by providing each member with a nomination form specifying the election timelines;
- b. Any member, at his/her request, shall have his/her name placed on the ballot in accordance with election procedures;
- c. The name of any member in good standing may be placed in nomination by any other member with a signed or emailed consent of the nominee;
- d. The persons receiving the greatest number of votes, up to the number of delegates CAS is entitled to send as delegates, shall be elected. If an elected delegate is unable to attend the Representative Assembly, he/she will immediately notify the CAS Secretary and Vice President. The person receiving the next highest number of votes shall be the first alternate, continuing through the list in order of highest number of votes received;
- e. In the case of a tie that would result in more delegates being elected than delegate seats are available, a run-off election shall be held between the tied candidates;

- f. In the case of a tie for the alternate position(s), the Election Committee shall determine a winner by the casting of lots; and
- g. The President shall serve as an automatic delegate of CAS to the annual NSO Representative Assembly. If for any reason the President cannot attend, the duly elected alternate(s) will be notified, in order of votes received, of the open delegate position and invited to attend.

Section 5. All balloting shall be conducted by U.S. mail and in accordance with the provisions of the Standing Rules and the provisions of the Labor-Management Reporting and Disclosure Act and guidelines recommended by the Department of Labor.

Section 6. Additional election procedures are outlined in the Standing Rules.

ARTICLE X VACANCIES

Section 1. A vacancy shall be deemed to exist in the case of death, resignation, recall, inability to serve, or ineligibility for membership in CAS.

Section 2. In the event of a vacancy in the office of President, the Vice President shall assume the office.

Section 3. In the event of a vacancy in the office of Vice-President, Secretary, Treasurer, or an Area Director, a special election of the general membership shall be held to elect a successor to fill the unexpired term.

Section 4. In the event of a vacancy in the position of an Area Representative, the Alternate shall serve the remainder of the unexpired term. Where there is no Alternate, a special election shall be held within the Area in which the vacancy exists to elect a successor to fill the unexpired term.

Section 5. A person elected to fill a vacancy or an Alternate filling a vacancy, shall serve for the remainder of the unexpired term and shall be eligible for election to a full term, plus one (1) additional consecutive term.

ARTICLE XI COMMITTEES

All committees will submit their proposed expenditures to the Budget & Finance Committee by June 1 of each year.

Section 1. Standing Committees:

- a. The Standing Committees shall be Budget and Finance, Communications, Elections, Grievance, Bargaining, Organizing, Bylaws and Membership, all of which shall be responsible to the Executive Board;

- b. The duties and responsibilities of Standing Committees shall be set forth in the Bylaws and Standing Rules;
- c. Standing Committee appointments shall be recommended by the President to the Representative Council for approval; and
- d. Appointments to Standing Committees shall be for a term of one (1) year, commencing September 1. Chairpersons and members of Standing Committees may succeed themselves.

Section 2. Special Committees:

The President shall recommend to the Executive Board for approval such special committees as deemed necessary.

Section 3. California Teachers Association Staff Retirement Plan and California Teachers Association Employees' Health and Welfare Benefits Trust:

- a. Trustees and alternate(s) to the California Teachers Association Staff Retirement Plan and California Teachers Association Employees' Health and Welfare Trust, and any other Trusts to which CAS is a party, shall be recommended by the President to the Representative Council for approval;
- b. A trustee shall serve from the date of initial appointment until such time as the trustee resigns or is removed by the Representative Council; and
- c. Duties and responsibilities of the trustees and alternate(s) shall be as outlined in the CTA/CAS Collective Bargaining Agreement and the CAS Standing Rules.

Section 4. Bargaining Team:

- a. The Bargaining Team shall consist of six (6) members, including a chairperson and recorder, and at least one (1) alternate, all of whom shall be members in good standing of CAS prior to the appointment. Should a vacancy occur on the Bargaining Team, the alternate shall fill the vacancy. In this case, a successor alternate may be approved at the discretion of the Representative Council;
- b. Duties of the Bargaining Team are to represent members of the CAS bargaining unit and to negotiate with the Employer, or the Employer's representative(s), on all matters affecting working conditions of bargaining unit members;;
- c. Responsibility and authority for directing the bargaining process on behalf of CAS is vested in the Executive Board subject to the policies established by the Representative Council:
 - 1) The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board deems necessary; and

- 2) The Executive Board shall provide for the dissemination of information regarding negotiation and activities of the Bargaining Team to the Representative Council and general membership.
- d. The Bargaining Team may utilize consultants as needed, provided that expenses and fees for outside consultants are approved in advance by the Executive Board; and
- e. Agreements reached between the Bargaining Team and the Employer, or the Employer's representative(s), shall be considered tentative until such agreements have been ratified by a majority vote of the general membership.

Section 5. Bylaws:

- a. Responsibilities of the Bylaws Committee include receiving (from President, Executive Board or membership, pursuant to the Bylaws) requests for proposed amendments; reviewing petitions for compliance with Bylaws; drafting proposed amendments; arranging with Secretary for required notice to membership and preparation of ballots; basic understanding of parliamentary procedures; preparation of annual report; review of Association procedures or recurring problems.
- b. Duties of the Bylaws Committee include:
 - 1) Evaluate Bylaws and Standing Rules in their entirety on an on-going basis, making certain they conform to the requirements of the Labor Management Relations Department Act and the Department of Labor Standards;
 - 2) Determine if further changes to the Constitution and Bylaws are needed in light of changes in membership categories, or special local conditions, as requested by the President or Executive Board action;
 - 3) Set up and oversee the policy dealing with Executive Board vacancies;
 - 4) Review resolutions and motions referred by the President or the Executive Board for compliance with CAS Bylaws and Standing Rules;
 - 5) Establish the policy and standards for the continuing and on-going training and education of the Officers, Executive Board and Representative Council on the procedures or Robert's Rules of Order; and
 - 6) Where requested, act as parliamentarian for CAS, the Executive Board and/or various committees.
- c. Duties of the Chairperson of the Bylaws Committee include the following:
 - 1) Calls and presides at Committee meetings;

- 2) Acts as Liaison between the Executive Board, Representative Council, the general membership and the CAS Bylaws and Standing Rules Committee;
- 3) Keeps the Committee informed of all actions taken by the Executive Board and Representative Council of concern to the Committee;
- 4) At least once a year, reports on Committee progress and undertakings in the CAS newsletter;
- 5) Forwards copies of all official documents to the Archivist; and
- 6) Sends copies of all official Bylaws and Standing Rules text to the Secretary. To aid the Chair in this function, the Chair should receive minutes of the Executive Board, Representative Council and Membership meetings at which action is taken on amendments to the Bylaws and/or Standing Rules.

Section 6. Historian:

- a. The Historian is the keeper of the minutes of the Executive Board and of the regular business meetings, correspondence, reports, accounts, copies of the past issues of the CAS newsletter and of any other CAS publication and, in general, of all the records of the activities of the Union.
- b. The duties of the Historian include the following:
 - 1) Appoints members to assist with archival duties;
 - 2) Using CAS retention guidelines, as outlined in the Standing Rules, disposes of unnecessary materials and organizes materials to be retained;
 - 3) Maintains an index or other organizational system for easy access to the archives;
 - 4) Establishes and revises retention guidelines, access systems, policies, etc., as necessary;
 - 5) With the approval of the Executive Board, establishes policies for the retrieval, loans and copies of materials;
 - 6) At least once a year, reports on Committee activities in the CAS newsletter; and
 - 7) Writes an official annual report of the Committee activities with suggestions of changes, problems, or ideas to pass to the next Historian and to the Association.

**ARTICLE XII
CONCERTED ACTIVITY**

- Section 1. The Executive Board shall be empowered to develop, or cause to be developed, procedures for organizing and conducting concerted activities. Such procedures shall be approved by the Representative Council.
- Section 2. CAS members shall be required to actively support and participate in adopted concerted activities in order to remain a member in good standing.

**ARTICLE XIII
CAS CRISIS OPERATIONS AND MEMBER BENEFIT FUND**

The primary purpose of the CAS Crisis Fund shall be to ensure and provide for the continued operation of CAS and to provide strike pay to members of CAS in the event of an authorized strike.

- Section 1. The CAS Crisis Fund, herein referred to as the Fund, is to maintain a minimum operating balance of \$100,000.00.
- Section 2. The Fund shall be administered by the CAS Budget Committee and the CAS Vice President, herein referred to as the Committee. When a vote occurs authorizing a strike, the Committee will elect a Chairperson from the members serving on the Committee.
- Section 3. The Fund shall be used for the following purposes only:
- a. To defray operating costs incurred in a strike;
 - b. To ensure CAS continues to be able to operate; and
 - c. To pay a strike benefit to members of CAS who are engaged in strike action and who meet eligibility.
- Section 4. Eligibility for Benefits:
- a. Be a member in good standing;
 - b. Performs picket duties or equivalent as determined by the Executive Board;
 - c. Must be eligible to work (can't be on disability, workers compensation, etc.); and
 - d. Be current with dues and assessments as authorized by the Union under the terms authorized by this Committee.

Section 5. The Fund Investment Policies:

- a. The Fund assets shall be maintained in investments which can easily be converted into liquid assets;
- b. CAS shall utilize low risk investments; and
- c. FDIC/NCUA limitations shall be taken into account when making investments.

Section 6. Crisis Fund Financial Policies:

- a. The Treasurer shall collect all funds due CAS and pay out such funds subject to the approval of the Committee. The Treasurer shall keep accurate records of all receipts and disbursements and also be in charge of preserving all monies, securities and other evidence of investments, documents, files and effects of the Fund. When his/her term expires, he/she will turn over to his/her successor all records in his/her care;
- b. In the event the Fund falls below \$100,000 a per member assessment of \$4.00 per pay period shall be implemented within 30 days until the fund reaches \$350,000. The money shall be deducted from the member's paycheck and forwarded to the CAS Treasurer;
- c. The Committee may recommend to the officers to raise or lower the per member assessment subject to the approval of the Representative Council and the general membership. A majority of all voting members shall be required for this purpose;
- d. Any amount over the FDIC/NCUA threshold of \$250,000 in any single bank shall be transferred to the Fund;
- e. All interest accrued from the Fund shall remain in the Fund;
- f. The Fund shall be subject to an audit in the same manner as the General Fund of CAS; and
- g. The Fund must be provided with a receipt for all monies disbursed for operating/strike cost and any excess monies shall be returned to the Fund.

Section 7. Procedures for payment of strike benefit funds:

- a. In the event of an authorized strike, the Chairperson of the Committee shall call a special meeting and inform the Committee of such action, report on the condition of the Fund, outline the action that will be required and request Committee approval for the disbursement of funds as hereinafter provided. The Committee shall have complete discretion to pay or withhold benefits;

- b. The Treasurer shall furnish the Chairperson of the Committee a complete list of members in good standing as soon as possible after an authorized strike is called, but no later than three (3) days before the date of the benefit payments, if authorized, are to begin;
- c. Upon the sixth (6th) day of an authorized strike, a per diem rate of \$25 shall be paid to eligible members. The Treasurer of the Fund shall issue checks to the striking members in good standing of the Union; and
- d. If there are insufficient monies in the Fund to pay a strike benefit to all members currently eligible for benefits, payments from the Fund shall stop until a full benefit may be paid to all eligible striking employees.

Section 8. NSO Relief:

- a. In the event of an authorized strike, CAS shall transfer the minimal amount required from the CAS Fund to open and maintain a separate checking account to receive NSO relief fund payments for CAS members;
- b. After the fifth (5th) day, the organization will receive relief fund payments in accordance with the NSO Charlie Love Crisis Fund;
- c. Disbursement of these NSO Funds shall be made to members at the NSO per diem rate; and
- d. Schedule for disbursement of NSO Funds shall be determined by the Committee.

**ARTICLE XIV
GENERAL MEMBERSHIP MEETINGS**

Section 1. Meetings of the general membership may be called by a vote of the Executive Board.

Section 2. The Representative Council shall designate the time and place of general membership meetings.

Section 3. Each member shall receive written notification of the time and place of general membership meetings. Such notification shall be delivered personally, via email, or via U.S. mail.

Section 4. A majority of the members present shall constitute a quorum to conduct business.

**ARTICLE XV
INITIATIVE AND REFERENDUM**

Section 1. Initiative:

Upon presentation to the Executive Board of a petition signed by twenty-five percent (25%) or more of the CAS membership requesting a proposal be submitted to a vote

of the membership, the Executive Board shall notify the membership within twenty (20) working days after such presentation and shall submit such proposal to a vote of the membership. If the proposal is approved by a majority of the members voting, such proposal shall become effective at a time specified in the proposal.

Section 2. Referendum:

Upon presentation to the Executive Board of a petition signed by twenty-five percent (25%) or more of the CAS membership requesting that any action or proposed action of the Executive Board and/or Representative Council be referred to a vote of the general membership, the Executive Board shall notify the membership within twenty (20) working days after such presentation and shall submit such action or proposed action to a vote of the membership. The Executive Board and the Representative Council shall abide by the decision of the majority of the members voting.

**ARTICLE XVI
RECALL**

Section 1. The recall of any person in an elective position may be initiated by a petition signed by one-third (1/3) of the membership of his/her constituency. A statement of the reasons for the proposed recall shall be a part of the recall petition. Said petition shall be provided to the CAS President and forwarded to the Elections Committee.

Section 2. Within two (2) working days of receipt by the Union, each person named in the recall petition shall be notified and shall have a reasonable time in which to make a rebuttal statement, which shall be distributed to his/her constituency at least ten (10) working days prior to the recall election.

Section 3. Recall elections shall be by secret ballot.

Section 4. If two-thirds (2/3) of the members in the person's constituency vote to recall, the office shall be declared vacant.

**ARTICLE XVII
INTERNAL DISCIPLINE AND EXPULSION**

Section 1. Any CAS member violating a directive of the Executive Board and/or Representative Council and/or majority vote of the membership may be subject to internal discipline as outlined in the Standing Rules.

Section 2. No member shall be disciplined without first being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full and fair due process hearing which shall include an established appellate procedure.

Section 3. A CAS member may be expelled by a two-thirds (2/3) secret ballot vote of the Representative Council for due and sufficient cause determined by a proper investigation, as outlined in the Standing Rules.

**ARTICLE XVIII
AMENDMENTS**

Section 1. Amendments to these Bylaws may be proposed to the membership by one (1) of the following:

- a. Affirmative vote of two-thirds (2/3) of the members of the Executive Board;
- b. Majority vote of the Representative Council;
- c. Majority vote of those-present at a general membership meeting;
- d. Bylaws Committee; or
- e. Petition signed by twenty (20) percent or more of the members of CAS.

Section 2. Amendments to these Bylaws may be adopted by:

- a. The affirmative vote of a majority of the CAS members voting, by secret ballot, by U.S. mail, provided that notice containing the proposed amendments has been sent to each member by email at least fifteen (15) working days prior to the mailing of the ballots and/or sent by U.S. mail postmarked at least fifteen (15) working days prior to the mailing of the ballots, and at least fifteen (15) working days have elapsed between the mailing of the ballots and the deadline for the return of ballots; or
- b. The affirmative vote, by secret ballot, of a majority of the CAS members present at a General Membership meeting, provided that notice containing the proposed amendments has been sent to each member by email and/or U.S. mail at least fifteen (15) working days prior to the meeting at which the action is to be taken.

Section 3. Amendments to these Bylaws shall become effective immediately upon adoption unless otherwise provided.

**ARTICLE XIX
PARLIAMENTARY AUTHORITY**

On all matters not otherwise covered in these Bylaws, Robert's Rules of Order, newly-revised, latest edition, shall be followed.