

TTA By-Laws

**Includes all *revisions*
Through
May 2003**

**Torrance Teachers Association
CTA / NEA**

TORRANCE TEACHERS ASSOCIATION
CTA / NEA
BYLAWS

ARTICLE 1 ~ AFFILIATION AND PURPOSE

Section 1 The Torrance Teachers Association (TTA) shall be a chartered chapter of the California Teachers Association (CTA) and an affiliated local of the National Education Association (NEA) in Los Angeles County.

Section 2 The primary purposes of TTA shall be:

- a. To represent members of the bargaining unit 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 and speaking with authority for teachers,
- c. To represent the TTA membership to the public,
- d. To advance the general welfare of the Torrance Unified School District,
- e. To raise the standards of the teaching profession,
- f. To provide opportunity for continuous study and actions on the problems of the profession,
- g. To promote professional attitudes and ethical conduct among members,
- h. To encourage cooperation between the teachers and the community,
- i. To provide a means of representation for its ethnic-minority members and,
- j. To foster good fellowship among members.

ARTICLE II ~ MEMBERSHIP, DUES AND FEES

Section 1 Active membership in this Association is open to:

- a. Certificated employees of the District included in the bargaining unit upon initiation of payroll deduction or upon payment of annual membership dues appropriate to the category of membership.
- b. Certificated employees of the District excluded from the bargaining unit but who hold a position which does not require an administrative credential upon payment of membership dues.

- Section 2 Rights and responsibilities of members:
- a. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
 - b. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
 - c. Active members shall adhere to *The Code of Ethics of the Education Profession*.
 - d. The rights to 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.
 - e. 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.
 - f. Honorary membership may be awarded by the Representative Council to persons who have shown outstanding service to education and who are not eligible for active membership.
 - g. No member of the Association may be disciplined without a due process hearing which shall include an established appellate procedure.
 - h. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- Section 3 Dues for active membership in the Association shall be at the level commensurate with employment status and the appropriate CTA/NEA dues category.
- Section 4 The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
- Section 5 The TTA portion of the basic annual dues and the representation fee for non-members shall be in the amount established by action of the Representative Council at the May meeting. Dues shall be an amount equal to 1/2 of 1% of Step C-6 on the teachers' salary schedule or less, but in no case more.
- Section 6 Membership in a given class or category shall be continuous after the initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If, by October 31 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, that person's membership shall be considered delinquent and a payroll deduction initiated for a representation fee as non-member.

ARTICLE III ~ **BOARD OF DIRECTORS**

- Section 1 The Board of Directors (Board) of TTA shall be composed of the following:
- a. The president, vice-president, treasurer, and State Council of Education members shall be elected by the membership at large.
 - b. Eight (8) members shall be elected from the four geographical areas of the District -- four (4) from K-5 Elementary Schools (one from each area) and four (4) from the High Schools (one from each area). These eight members shall be elected by the membership that they represent in each of the respective geographical areas.
 - c. If the Nominations and Elections Committee is unable to get a candidate from a particular elementary or high school geographical area, then at-large nominations shall be sought from that grade level. Voting for these at-large candidates shall be confined to members at the grade level of the nominee.
 - d. There shall be two (2) Middle School representatives to be elected at-large by the membership at the middle schools.
 - e. Each Board member shall have one (1) vote.
 - f. All members of the Board, except the State Council Representatives, shall assume their duties on July 1. State Council Representatives shall assume their duties in accordance with CTA by-laws.
 - g. All members of the Board shall serve a one-year term of office except the State Council Representatives whose terms are set by CTA.
 - h. The Immediate Past President will serve as an ex-officio member of the Board.
 - i. All members of the Board shall be elected according to the election procedures set forth in these by-laws and/or the standing rules. ____
 - j. A vacancy on the Board shall exist if a member of the Board dies, resigns, or is recalled by the Association membership he/she represents.
 - k. In the event a vacancy occurs in the office of the President, the Vice-president shall assume that office. In the event a vacancy occurs in any other office with more than three (3) months to be served, a special election will be held to fill the vacancy. If there are less than three (3) months to be served, the president shall fill the vacancy by appointment with approval of the Board and ratification by the Representative Council at its next meeting.
 - l. If a person elected to the Board is transferred out of his/her representative area, he/she will be allowed to serve the term for which elected.
 - m. All Officers and Board members shall be and remain active members as a condition of nomination and service to their respective positions for their term of office.

- Section 2 The *President* shall be the chief executive officer of the Association and its policy leader. The President shall:
- a. Preside at all meetings of the Association and in every way endeavor to execute the decisions of the Board and Rep Council;
 - b. Prepare the agenda for the meetings of the Association;
 - c. Be the official spokesperson for the Association;
 - d. Be familiar with the governance documents of the Association, CTA and NEA;
 - e. Appoint all chairpersons and members of committees and of the bargaining team, except as otherwise stated in these bylaws;
 - f. Direct, with the approval of the other officers, the negotiation and grievance programs of the Association;
 - g. Propose the procedures for grievance processing for ratification by the Board;
 - h. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - i. Attend meetings of the Service Center Council of which the Association is a part;
 - j. Attend other CTA/NEA meetings as directed by the membership; and
 - k. The President shall be an ex-officio member of all committees.
- Section 3 The *Vice-President* shall:
- a. Serve as assistant to the President in all duties of the President;
 - b. Assume the duties of the President in the absence of the President; and
 - c. Serve as an ex-officio member of all committees and act as coordinator of the Association committees and program planning.
- Section 4 The *Treasurer* shall:
- a. Have charge of all funds of the Association and shall provide a written report on the financial status of the Association as needed;
 - b. Cause to be published a quarterly Budget Report showing the Association's financial position;
 - c. Serve as a member of the Association's Finance Committee;
 - d. See to it that the accounts of the Association are audited annually and that such audit is available to the members;
 - e. See to it that accurate membership and financial reports are provided CTA, NEA and other agencies as required by law.
- Section 5 All Board members and employees of the Association who have access to Association funds shall be put under bond for such amounts as shall be decided upon by the Board. Premiums on said bond shall be paid by the Association.

- Section 6 The Board of Directors shall be the executive body of the Association and shall recommend policy to the Representative Council. It shall review and study all proposals for action by the Association, which are made by individuals, and organizations not members thereof, execute policies of the Association, and exercise such powers as may be granted to it by the Representative Council.
- Section 7 The newly elected Board shall review all actions taken by the preceding Board and take appropriate action to continue good practices.
- Section 8 The Board shall have the power, as approved by the Representative Council, to appoint and remove such employees of the Association as it may deem necessary, to determine their qualifications, fix their compensation, prescribe their duties, and require such agreements and bonds as may be necessary to insure faithful service.

ARTICLE IV ~ **REPRESENTATIVE COUNCIL**

- Section 1 The Representative Council (Rep Council) shall be composed of:
- a. The Board of Directors,
 - b. Representatives of the Association members of each site,
 - c. And representatives of the following support groups: Special Education Teachers & Program Specialists, Speech Pathologists, Psychologists, Nurses and Counselors.
- Section 2 The Representative Council shall consist of one (1) representative elected from each site in the District for each twenty (20) members or major fraction thereof and one (1) representative from each support group.
- Section 3 The Representative Council shall be the policy making body of the Association. It shall act on all matters affecting the welfare or interest of the membership not otherwise specifically delegated to the Board. Ex-officio members of the Representative Council shall include all standing committee chairpersons.
- Section 4 Each member of the Representative Council present at a Representative Council meeting shall be entitled to one vote. Board members and ex-officio members shall not be entitled to vote.
- Section 5 No member of the Board may serve as an elected representative from his/her site.
- Section 6 The term of office for Representative Council members shall be one year and each representative may succeed himself/herself. Term of office shall begin in September. In the event of a vacancy, a special election shall be held as soon as possible.
- Section 7 Duties of the Representative Council:
- a. To adopt policies for the Association.
 - b. To adopt the annual budget and set the dues.
 - c. To consider all matters that may be presented relative to the welfare of the members.

- d. To provide the President with names of potential leaders.
- e. To adopt such standing rules and regulations as it deems necessary and desirable provided that such rules and regulations do not conflict with the law, the Articles of Incorporation, the by-laws or the Agreement between the Association and the District.

Section 8 Specific duties of a Representative Council member shall be:

- a. To determine the consensus of the members of their site/group and report faithfully to the Representative Council.
- b. To provide Association materials to their members.
- c. To communicate faithfully to their members the activities and actions of the Representative Council.
- d. To place items on the agenda of the Representative Council if so directed by the members of their site/group.

Section 9 An item deemed major policy of the Representative Council may be enacted in one of two ways:

- a. A 2/3rds vote of the Representative Council upon first reading.
- b. A simple majority at second reading which shall not take place the same day as the first reading.

Section 10 Upon presentation to the Board of a petition signed by 20% or more of the members of the Association requesting that a proposal affecting the Association or its activities be submitted to a vote of the membership, the Board shall publicize such proposal in an official publication of the Association and shall submit such proposal to a vote of the membership within 30 days after the presentation of the petition. If such proposal is approved by a majority of the active members voting, the Board shall place such proposal into effect.

Upon presentation to the Board of a petition signed by 20% or more of the Association members requesting that a Board member elected at-large be recalled, the Board shall publicize the request in an official Association publication within 30 days of receiving the petition.

The Board shall cause the authenticity of the petition to be verified from the current membership list and shall, if the petition be verified, submit the question of recall to the membership at-large within ten (10) days following the official publication. If 2/3rds of the membership voting, vote to recall the Board member, that office shall be declared vacant.

Members of the Board elected by Association members may be recalled only by their constituents. In such instances, the procedure outlined above shall apply except that only the members of the specific constituency may file the petition and vote in the subsequent election.

Section 11 A vacancy on the Representative Council shall exist if a member of the Representative Council dies, resigns, or is recalled by the members he/she represents.

ARTICLE V ~ MEETINGS

- Section 1 The Board shall meet at least ten (10) times during each school year at a time designated by the President at the first regular meeting of the school year. All meetings of the Board shall be open meetings held in the TTA office conference room unless the Board agrees to do otherwise. Special meetings of the Board may be called by the President or by a majority of the Board and shall be open meetings.
- Section 2 The Representative Council shall meet at least eight (8) times during the school year at a time and place designated by the President at the first regular meeting of the school year of the Board of Directors. Special meetings of the Representative Council may be called by the President or by a majority of the Representative Council. Notice of all meetings shall be provided to all Representative Council members and these meetings shall be open meetings.
- Section 3 General membership meetings of the Association shall be held when called by the Board or by the President. Special meetings of the entire membership may be called upon petition of five (5%) percent of all members or by a majority of the Representative Council. No business other than that for which the meeting was called may be discussed.
- Section 4 A quorum of all meetings of the Board, Representative Council and committees shall exist when a majority of the members is present.
- Section 5 Meetings at the building level shall include only members of TTA unless other personnel are specifically invited by a unanimous vote of the Association members at that building.
- Section 6 For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, times and places.

ARTICLE VI ~ ELECTIONS

- Section 1 All Association elections for Officers, Board and Representative Council shall be conducted with open nominations and secret ballot. Announcements to members shall reflect this information.
- Section 2 The Nominations and Elections Committee shall be appointed by the President subject to ratification by the Board.
- Section 3 The Nominations and Elections Committee shall prepare a list of candidates for each office in order that each office shall have at least one candidate. Such candidates shall be announced in writing to each member of the Association not less than two weeks before the regular meeting of the Representative Council in April.
- Section 3 Additional nominations for officers and Board may be made at the April meeting of the Representative Council, providing nominees have given their consent, after which the nominations shall be closed.
- Section 4 Any active member meeting the timelines and qualifications for candidacy shall have his/her name placed upon the ballot for an office of the Association at his/her request.

- Section 5 Each Representative Council member shall be notified of the final slate of candidates and the date of the election within one week after the April meeting of the Representative Council.
- Section 6 Ballots shall be sent to the individual members at their site and, after voting, ballots shall be placed in a locked box at the site before a date and time deadline set by the Nominations and Elections Committee. Elections shall be conducted over a two-day period and the ballot boxes shall be returned to the Association office at the end of the second day.
- Section 7 The Nominations and Elections Committee shall count all ballots at the Association office and results of the election shall be sent to all members within one week after the election.
- Section 8 Vote necessary to elect: If no candidate receives a majority of the votes cast, there must be a run-off election within one week after the original election in the same manner for the two candidates receiving the highest number of votes.
- Section 9 Election of Board members shall take place in May. Election of Representative Council members shall take place in September.

ARTICLE VII ~ COMMITTEES

- Section 1 The President shall appoint such standing and special committees as may be deemed necessary and as approved by the Board. Appointments to committees shall be for a term of one year unless otherwise specified by the Board.
- Section 2 All active Committee Chairpersons shall submit periodic reports to the Board for transmittal to the Representative Council.

ARTICLE VIII ~ CONTRACT NEGOTIATIONS

- Section 1 The members of the Bargaining Team and such alternates as the Board deems necessary shall be appointed by the President and ratified by the Board.
- Section 2 The Board shall adopt procedure for selection of Bargaining Team members, including terms of office and criteria for appointment.
- Section 3 Vacancies created by resignation or temporary inability to serve shall be filled by the Board from the list of alternates.
- Section 4 The Board, by a two-thirds (2/3rds) majority, may remove a member of the Bargaining Team and appoint a replacement from the list of alternates.
- Section 5 The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
- Section 6 The responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Board, subject to policies established by the membership.
- Section 7 Employees in the bargaining unit shall be surveyed to determine the contents of the proposed contract demands, and the contract proposal shall be approved by the Association members in the unit through the Representative Council.
- Section 8 The Bargaining Team shall report its activities to the Board in such form and with such frequency as the Board may require.
- Section 9 The Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

Section 10 Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the members in the bargaining unit, unless such ratification shall have been waived or otherwise delegated by that membership.

ARTICLE IX ~ GRIEVANCE PANEL

Section 1 Members of the Grievance Panel shall be appointed by the President and ratified by the Board.

Section 2 The Grievance Panel shall be responsible for implementing the Association's grievance program. It shall:

- a. Provide representatives to assist members of the bargaining unit in processing grievances.
- b. Represent the Association at grievance proceedings whenever a member of the bargaining unit is processing a grievance without the assistance of the association.
- c. Make recommendations to the Board regarding the operation of the grievance program.

ARTICLE X ~ ASSOCIATION BUDGET AND FINANCES

Section 1 The Association Finance Committee, with the President, shall submit to the Board a preliminary budget for the next fiscal year at its May meeting. The annual budget shall be adopted at the May meeting of the Representative Council to become effective on September 1. Changes in the budget may be made at any regular Representative Council meeting.

Section 2 Budgeted amounts shall not be exceeded unless approved by the Board of Directors of the Association.

Section 3 All checks of the Association shall be signed by any two of the following: President, Vice-President, Treasurer, and /or Executive Director.

Section 4 The Board is, by this article, authorized to borrow money, execute contracts, and make other agreements necessary to execute the policies, discharge the obligations, and provide for the efficient conduct of the business of the corporation.

ARTICLE XI ~ AMENDMENTS

Section 1 Amendments to the by-laws of this Association may be proposed by a majority vote of the Representative Council members present at any regular meeting or by a petition signed by 20% of the membership.

Section 2 Proposed amendments to the by-laws of this Association shall be posted in each building at least ten (10) school days prior to voting on them. The said proposed amendments shall be submitted by ballot to the Association membership and the amendments to the by-laws shall be ratified if approved by a majority vote of the members of the Association. The proposed amendments to the by-laws, if approved by a majority vote of the members of the Association, shall go into effect immediately unless the amendment specifies another date.

ARTICLE XII ~ PARLIAMENTARY AUTHORITY

Section 1 *Robert's Rules of Order, Newly-revised, latest edition*, shall be authority on parliamentary law and procedure in all meetings of the Association.

**Torrance Teachers Association
CTA / NEA**

"BYLAWS"

SITE-BASED DECISION MAKING COUNCILS

CTA chapters in districts operating site-based decision making (SBDM) programs should make every effort to ensure adherence, at a minimum, to the following principles and standards:

- (1) All SBDM council members should be elected from and by a specific constituency. No ad hoc, informal group without a specific constituency should be permitted to exercise any of the rights or prerogatives of an SBDM council.
- (2) All SBDM council members should be elected to a specific term of office.
- (3) SBDM council members should have a set of responsibilities and authority that are clearly defined.
- (4) One of the responsibilities of the Association representative at the site should be to serve as a member of the SBDM council.
- (5) A majority (fifty percent plus one) of the SBDM council should be composed of classroom teachers.
- (6) Certificated members of the SBDM council should be provided with training in the responsibilities, authority, and function of the council.
- (7) Released time or extra pay should be provided to certificated SBDM council members both for training and for council meetings.
- (8) The integrity of the Association's contract should be guaranteed both at the site level and throughout the district. Authority to waive contractual provisions, at the site or district level, should clearly be vested in the association.
- (9) A mechanism should be established for the recall of SBDM members by their constituents.

Code of Ethics of the Education Profession

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and to guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The *Code of Ethics of the Education Profession* indicates the aspiration of all educators and provides standards by which to judge conduct.

PRINCIPLE 1

Commitment to the Student ***The educator strives to help each student***

Realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator-

- a. Exclude any student from participation in any program.
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
 - 7. Shall not use professional relationships with students for private advantage.
 - 8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- Shall not unreasonably restrain the student from independent action in the pursuit of learning.
 - Shall not unreasonably deny the student access to varying points of view.
 - Shall not deliberately suppress or distort subject matter relevant to the student's progress.
 - Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
 - Shall not intentionally expose the student to embarrassment or disparagement.
 - Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly-
- 5. Shall not assist a non-educator in the unauthorized practice of teaching.
 - 6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
 - 7. Shall not knowingly make false or malicious statements about a colleague.

PRINCIPLE II

Commitment to the Profession

The education profession is v vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons,

In fulfillment of the obligation to the profession, the educator-

- Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent his/her professional qualifications.
- Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a none-educator in the unauthorized practice of teaching.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by 1975 Representative Assembly