

# CORONA-NORCO TEACHERS ASSOCIATION

## BYLAWS

### ARTICLE I - NAME

The name of this Association shall be Corona-Norco Teachers Association (CNTA); affiliate of CTA/NEA, located in Riverside County.

### ARTICLE II - PURPOSE

- A. The specific and primary purpose of this Association shall be to serve as a single policy making body, representative of persons employed by the Corona-Norco Unified School District serving in a position or positions requiring certification qualifications. It shall also be one of the primary purposes of this Association to be the exclusive representative of the certificated employees of the Corona-Norco Unified School District (CNUSD) in their relations with CNUSD and the Board of Education of CNUSD, in all matters related to employment conditions and employer-employee relations as public employees of such public agency.
- B. The general purposes for which this Association is formed are listed below.
1. To afford the opportunity for the investigation of and for the expression and interchange of opinion upon subjects of special interest to certificated persons employed by the Corona-Norco Unified School District; to promote the advancement of education; to further the educational interests of the Corona-Norco Unified School District.
  2. To promote participation by those employed in such educational service in all decision-making processes which formulate educational objectives and total educational program of the Corona-Norco Unified District.
  3. To cooperate with other organizations in the advancement of our community and our profession.
  4. To adhere to the Code of Ethics of the Education profession.

### **Code of Ethics**

#### **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 the 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. The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

### **Principle I: 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:

1. Shall not unreasonably restrain the student for independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student.
  - d. Shall not use professional relationships with students for private advantage.

### **Principle II: Commitment to the Profession**

The education profession is 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 that 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:

1. 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.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
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.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

---Adopted by the NEA 1975 Representative Assembly

### **ARTICLE III - AFFILIATIONS**

This organization shall be and remain affiliated with the California Teachers Association and the National Education Association as a chartered chapter.

**ARTICLE IV - MEMBERSHIP**

A. QUALIFICATIONS

1. Subject to the other provisions of these bylaws, all certificated personnel employed by the Corona-Norco Unified School District whose primary assignment is such as not to hold supervisory and/or evaluative responsibility over other certificated employees shall be eligible for membership in the Association.
2. Active members of the Association shall hold concurrent membership in CNTA, the California Teachers Association, and the National Education Association.
3. Membership in the Association is continuing, but it shall cease automatically if the local, state, and national dues have not been paid or if payment by payroll deduction has not been authorized prior to the deadline(s) specified in the Association's Collective Bargaining Agreement.
4. The membership year and the fiscal year of the Association shall be September 1 through August 31.
5. The rights and privileges of membership shall not be abridged in any way because of age, gender, race, color, marital status, national origin, religion, political affiliation, or sexual orientation.
6. No member may be disciplined without a due process hearing with the right to appeal to the Representative Council.

B. DUES FOR ACTIVE MEMBERS

The basic annual dues level for active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA and the NEA. The Association's portion of the basic annual dues shall be established upon recommendation of the action of the Executive Board and upon ratification by action of the Representative Council at a regular meeting of the school year.

**ARTICLE V - MEETINGS OF THE GENERAL MEMBERSHIP**

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.
- B. Notices of the Association general meetings including date, place, time and purpose of the meeting shall be made available to all members of the Association at least (5) five days prior to the meeting except during crisis situations.
- C. For emergency general meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and time.
- D. A quorum for general meetings of the Association shall consist of representation by at least one-third (1/3) of the membership.
- \_\_\_\_\_ E. General membership meetings may be called for specific purposes.

**ARTICLE VI - EXECUTIVE BOARD**

**A. COMPOSITION**

1. The Executive Board shall be composed of the principal elected officers (president, vice president, secretary, treasurer), the CTA State Council Representative(s), directors representing elementary K-3, elementary 4-6, intermediate, high school, and support services/special education.
2. The membership of the Executive Board must be at least proportionate to the ethnic-minority membership of the Association, as defined by the United States Census Bureau and as determined on March 1 of each membership year. If in any year the membership of the elected Board does not meet this requirement, the Elections Committee shall recommend appropriate corrective action to the Representative Council. Such action may include the addition for that year of one or more ethnic minority seats on the Executive Board to be filled by a majority of the full Executive Board.
3. The Executive Board shall meet before each regular meeting of the Representative Council and at such other times as the president may deem necessary, or upon written petition of a majority of the members of the Executive Board. The duties and responsibilities of the members of the Executive Board include coordinating the activities of the Association, acting for the Representative Council when school is not in session, directing the bargaining activities and grievance processing of the Association, subject to the policies set by the Representative Council, approving appointment and removal of bargaining team members by a 2/3 majority vote, recommending a budget for the Association to the Representative Council, approving Committee appointments, adopting the Standing Rules for the Association, and exercising all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions imposed by the Representative Council. A quorum for all meetings of the Executive Board shall consist of a majority of the members of that body.

**B. TERMS OF OFFICE**

1. The president and vice-president shall be limited to two consecutive full elected terms. At least one full term must elapse before again being eligible to serve in that position. Fulfilling an un-expired term shall not be counted in this two-term limitation.
2. All terms of the Executive board with the exception of CTA State Council Representative shall be staggered with one-half the officers to be elected one year and the other half to be elected the following year. The president, vice-president, secretary, elementary K-3 director, and support services/special education director shall be elected in even years. The treasurer, elementary 4-6 director, intermediate director, and high school director shall be elected in odd years. (For purposes of adjusting the staggering, in 2009 the president and vice-president will each be elected for one three-year term.)

**C. PRESIDENT**

The president shall be elected in the Annual General Election during even-numbered years and shall serve for a term of two (2) years. The term shall begin at the close of the June Representative Council meeting. The president shall be the chief executive officer of the Association and its policy leader. The president shall preside over meetings of the Representative Council and the Executive Board where not otherwise prescribed; shall prepare an agenda for all meetings of the Executive Board and Representative Council;

shall function as the official spokesperson for all actions of the governance bodies and shall be responsible for the progress and work of the Association. The president shall be familiar with the governance documents of the Association, CTA, and NEA. The president shall nominate all Association committee chairs with the approval of the Executive Board. The president shall call meetings of the Association and the Executive Board. The president will suggest policies, plans and activities for the Association. The president or her/his designee shall attend Service Center Council or other CTA meetings as directed by the Executive Board or the Representative Council.

**D. VICE PRESIDENT**

The vice president shall be elected in the Annual General Election during even-numbered years for a term of two (2) years service. The term shall begin at the close of the June Representative Council meeting. The vice president shall serve as assistant to the president in all duties of the president. The vice president shall function as president in the absence or incapacity of the president or if the office of president should be declared vacant. The vice president shall serve as ex-officio member of all committees and, shall coordinate committee activities, be responsible for the formation and distribution of the Association's calendar of activities and perform other duties as requested by the president.

**E. SECRETARY**

The secretary shall be elected in the Annual General Election during even-numbered years for a two (2) year term. The term shall begin at the close of the June Representative Council meeting. The secretary shall have custody over the official minutes of all business meetings of the governance bodies where not otherwise prescribed and shall keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board. The secretary shall monitor office staff in the distribution of minutes, notice of meetings and agendas for all meetings to the members of the Representative Council and Executive Board, and to the membership when appropriate. The secretary shall also monitor office staff in keeping an accurate roster of membership of the Association and of all committees. The secretary shall carry on correspondence pertaining to the affairs of the Association as directed by the president and shall perform such other duties as may be requested by the president.

**F. TREASURER**

The treasurer shall be elected in the Annual General Election during odd-numbered years for a two (2) year term. The term shall begin at the close of the June Representative Council meeting. The treasurer shall have custody over all the funds and books of account of the Association under the supervision of the Executive Board, pay out such funds upon orders of the president, provide written reports on the financial status of the Association for each regular meeting of the Representative Council and Executive Board, shall prepare the preliminary budget for consideration by the Executive Board, and shall be responsible to prepare the books for an annual audit and post a copy of this audit in the CNTA office. The treasurer shall submit membership information and financial reports to the Association, CTA, NEA, and other agencies as required by law.

**G. DIRECTORS**

1. Directors shall be elected in the annual General Election for a two (2) year term and shall consist of the following:
  - a. elementary K-3
  - b. elementary 4-6
  - c. intermediate
  - d. high school
  - e. support services/special education

2. The elementary K-3, elementary 4-6, intermediate, high school, and support services/special education directors shall be chairperson and ex-officio voting members of their respective group advisories. They shall communicate by meetings, surveys, and questionnaires, and shall report back to the Representative Council, the Executive Board, and the president on the issues under consideration by their advisories.

#### **H. STATE COUNCIL REPRESENTATIVES / CTA AND NEA LEADERSHIP**

1. Representatives to the State Council of Education of the California Teachers Association shall be elected by the active membership in the Annual General Election to serve for a three (3) year term.
2. Officers and committee chairs of CTA and NEA shall be non-voting members of the Executive Board.

#### **I. OFFICERS OF THE ASSOCIATION**

The Officers of the Association shall be and remain members of NEA, CTA, and CNTA as a requirement for nomination to, and service in, office. Officers shall be elected with open nominations and by secret ballot by and from the Active membership of the Association.

#### **J. REMOVAL AND VACANCIES OF EXECUTIVE BOARD MEMBERS**

1. If an officer fails for any reason to attend three (3) consecutive regular meetings of the Executive Board or of the Representative Council, his/her office may be declared vacant by a majority vote of the Executive Board and the vacancy filled as outlined in these Bylaws and Standing Rules.
2. An office shall be deemed to be vacant if no qualified candidate has been elected to fill it or if the incoming officer is unable to serve.
3. An office shall be deemed to be vacant in the event of the officer's death, resignation, inability to serve, or failure to maintain Association membership.
4. If a vacancy occurs in the office of president, the vice president shall become president. If a vacancy occurs in any other office, except State Council Representatives, it shall be filled by a majority vote of the full Executive Board. An officer filling a vacancy shall serve until the next annual election.
5. If a director fails for any reason to attend three (3) consecutive regular meetings of the Executive Board or of the Representative Council his/her office may be declared vacant by a majority vote of the Executive Board, and the vacancy filled as outlined in these Bylaws and Standing Rules.
6. The position of a director shall be deemed to be vacant in the event of the director's resignation, inability to serve, or failure to maintain Association membership.
7. A directorship shall be deemed to be vacant if no qualified applicant has been elected to fill it or if the incoming director is unable to serve.

8. If a vacancy occurs in the position of director, the respective group advisory shall recommend nominees for a replacement. A director filling such a vacancy shall serve for the remainder of the membership year in which the vacancy occurs.
  - a. Group Advisory definition: The group advisory is the group at Representative Council who represents the teachers whom the director represents, i.e. elementary director represents elementary teachers.
  - b. The Executive Board will appoint a replacement from nominees suggested by the respective group advisory during a Representative Council breakout.
9. If a vacancy occurs in a CTA State Council Representative position, an election will be held in accordance with CTA's guidelines.

**K. SPECIAL MEETINGS AND QUORUM**

1. Special meetings of the Executive Board may be called by the president or any three (3) Board Members upon twenty-four (24) hours notice to each board member. The business of the meeting shall be specific and no other business shall be transacted unless a majority of the full Executive Board gives their consent.
2. At all meetings a majority of the Executive Board shall constitute a quorum.

**L. SPECIAL ELECTIONS**

The Executive Board shall call Special Elections of the full active membership for Initiatives, Referendums, and Recalls of CNTA officers.

**ARTICLE VII - REPRESENTATIVE COUNCIL / POLICY MAKING BODY**

**A. REPRESENTATIVE COUNCIL**

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
2. The Representative Council shall be composed of the following active members:
  - a. Executive Board members,;
  - b. Site Representatives elected on the basis of one-person, one-vote.
3. The Representative Council Shall:
  - a. Establish Association policies and objectives;
  - b. Adopt the annual budget of the Association on or before the first meeting of the budget year.
  - c. Approve the establishment or discontinuance of committees recommended by the Executive Board.
  - d. Establish the dues of the Association.
  - e. Call all Annual and Special Elections of the general active membership, except for Initiative, Recall, and Referendum Elections.

4. The Representative Council shall meet no less than eight times during the school year. The number, place, and time of meetings shall be decided by the Executive Board.
5. Special meetings of the Representative Council may be called by the president, the Executive Board, or by the petition of twenty percent (20%) of the membership.
6. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
7. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.
8. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
9. A quorum for all meetings of the Representative Council shall exist when a majority of all sites are represented.
10. Members of the Representative Council shall serve a term of one (1) year.
11. At any meeting of the Representative Council an absent representative may be replaced by an elected alternate from the same unit.

**B. SITE REPRESENTATIVES**

1. Site representatives shall be elected by and from the active membership for each site. Such election shall be by open nominations and by secret ballot. Representatives shall be elected for a term of one year.
2. Each site shall be entitled to at least one representative. There shall be one representative for each ten (10) Association members on the site, and an additional rep for each major fraction thereof. Each site shall elect one alternate site representative.
3. Active members who are not represented through an individual school site shall be counted as a special group called the "at large" group. They shall be entitled to the same representation on the Representative Council as other member groups.
4. Site Representatives shall:
  - a. Conduct constant and ongoing liaison between the Representative Council and the active members of the site.
  - b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members.
  - c. Represent the views and input of the active membership of the site in votes taken in the Representative Council, conducting polls of such membership as needed.
  - d. Perform such additional duties as prescribed by the Executive Board.

**C. ETHNIC-MINORITY REPRESENTATIVES**

1. The Representative Council shall strive to have a proportionate number of ethnic-minority representatives according to Corona-Norco Teachers Association's ethnic-minority membership.
2. If there is not a sufficient number of ethnic-minority representatives elected to meet the requirements of Section 1, then a special election may be held to elect the required number of representatives.
3. Ethnic-minority shall mean those persons designated as ethnic-minority by statistics published by the United States Bureau of the Census.

**D. REMOVAL AND VACANCIES**

1. A school site may remove one or more of its representatives or alternates by a two-thirds (2/3) vote of its members.
2. A representative who fails for any reason to attend three (3) consecutive regular meetings of the Representative Council shall be considered to have resigned, and the vacancy shall be filled.
3. Whenever a vacancy occurs in any representative position, the school site may within thirty (30) days elect a successor in the same manner and subject to the same requirements as for the regular election.

**ARTICLE VIII - STANDING COMMITTEES**

**A. NEGOTIATIONS TEAM COMMITTEE:**

1. Members who wish to serve on the Negotiations Team will submit their names to the Executive Board.
2. The Negotiations Team, including the chairperson, and such alternates as the Executive Board deems necessary shall be nominated by the president and approved by the Executive Board.
3. The Executive Board shall select five committee members with at least one from each of the following categories; secondary, elementary, special education/ support services.
4. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to the policies established by the membership.
5. The duties of the Negotiations Team are to represent and to bargain for the bargaining unit members.
6. Employees in each appropriate group advisory shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Association members in that unit.

7. The Negotiations Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
8. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Negotiations Team to the general membership.
9. Agreements reached between the Negotiations 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 membership unless such ratification shall have been specifically waived or otherwise delegated by that membership through the Representative Council.
10. The Executive Board, by a two-thirds (2/3) majority, may remove a member of the Negotiations team and appoint a replacement.

**B. ELECTIONS COMMITTEE**

1. The Elections Committee shall be nominated by the president and appointed by the Executive Board annually.
2. The Elections Committee shall conduct all General Elections, shall prepare the final wording and complete technical details of amendments to the Governance Documents, and may assist the President in counting votes at all meetings of the Representative Council.
3. Members of this Committee shall not hold any other elective or appointive office within the organization during the time of such service.
4. Elections Committee shall follow Bylaws and the Standing Rules which set forth procedures for conducting elections as adopted by the Executive Board and the Representative Council.

**C. POLITICAL ACTION COMMITTEE**

The Corona-Norco Teachers Association's Community for Better Schools generates funds, screens candidates, and makes recommendations to the Association for the endorsement of local school board candidates and any local elections or appointed positions.

**D. GRIEVANCE COMMITTEE**

1. The Grievance Committee shall be nominated by the president and approved by the Executive Board.
2. The Committee shall provide Representatives to assist members of the Bargaining Unit in processing grievances.
3. The Grievance Committee shall meet and consider any request to process to Level Three (3) and make a recommendation to the Executive Board, who will make a final determination.
4. The above outlined procedure is not to preclude the grievant's right to appeal directly to the Executive Board after the committee has made its presentation.

- E.** The Executive Board and/or Representative Council may form other ad hoc committees as needed.

#### **ARTICLE IX - INITIATIVE, REFERENDUM, RECALL**

- A. Definitions
  - 1. An initiative is an issue brought from the membership on a proposed action.
  - 2. A referendum is a judgment on an action.
  - 3. A recall is the removal of an officer or an appointee.
- B. Fifteen percent (15%) of the active membership may petition for an initiative, referendum, or recall by submitting a petition to the President who shall present the initiative/referendum/recall motion to a vote of the Association membership by secret ballot within fifteen (15) days of receipt of said petition unless a later date is specified in the petition. To order a referendum the petition must be submitted not later than thirty (30) days following the action in question. An initiative, referendum, or recall motion shall require the approval of a majority of the members voting for passage.

#### **ARTICLE X - BYLAW AMENDMENTS**

These Bylaws and Standing Rules may be amended by a two-thirds (2/3) vote at any meeting of, first, the Executive Board and , then, the Representative Council provided that written notice of such proposed amendment(s) containing the existing and proposed wording shall have been presented at the previous meeting of the Representative Council. Proposed amendment(s) with existing wording (if any) shall be made available to members through the Association web site and the members' district email no less than 28 calendar days before the proposal is voted upon by the Representative Council.

#### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, latest edition, shall be the authority in parliamentary procedure at all meetings of the Association members, the Representative Council, the Executive Board, and the Advisories and Committees, except where inconsistent with these Bylaws or the Standing Rules of the Association.

#### **ARTICLE XII - RATIFICATION OF PROPOSED CONTRACT**

The proposed contract, after tentative agreement has been reached by the negotiating team, shall be presented first to the Executive Board, who shall vote upon a recommendation to the Representative Council. The Council shall then review the proposed contract and, after hearing the presentation from the Executive Board, make a recommendation to the general membership. The membership shall vote by secret ballot to ratify or reject the proposed contract.

#### **ARTICLE XIII - ASSOCIATION COMMITTEE FUNDING**

- A. The Association has established and shall fund the following internal operating committees: Membership Assistance, Scholarship, and Corona-Norco Teachers Association's Community for Better Schools.
- B. The Association has established an amount sufficient to cover the operating expenses of the above referenced internal committees. This amount shall be proposed by the Executive Board and approved by the Representative Council.
- C. Any Association member may notify the Association in writing of his/her objection to supporting any of the funds referenced above. If such notification is not given, an automatic monthly deduction shall take place.

#### **ARTICLE XIV - ASSOCIATION REPRESENTATION ON THE UNISERV BOARD**

The Corona-Norco Teachers Association Executive Board shall serve as the Uniserv Board.

Changes voted at Rep Council on May 19, 2009