

GARDEN GROVE EDUCATION ASSOCIATION STANDING RULES

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GARDEN GROVE EDUCATION ASSOCIATION STANDING RULES

(SR-1) STANDING RULE 1 - IDENTIFICATION AND GOALS

- A. Each year the Board of Directors shall recommend to the Representative Council for its consideration and adoption specific goals for the following school year. These goals shall be presented no later than the May meeting.

(SR-2) STANDING RULE 2 - MEMBERSHIP

- A. In accordance with the Association Rights Article of the current contract, the appropriate unified dues/fees shall be deducted from each unit members payroll as directed. This authorization shall remain in effect until revoked by the member in compliance with Section 2 of the Bylaws or termination of employment in the Garden Grove Unified School District.
- B. Cash collection of dues by September 30 in lieu of payroll deduction will be accepted for full payment of unified dues.
- C. Pro-rated dues/fees are available to new unit members; new unit members who choose to pay by cash; and Category 3 members who take a leave of absence during the school year.

(SR-3) STANDING RULE 3 - MEMBERSHIP DUES

- A. Annual local membership dues shall be determined annually by the Representative Council in conjunction with the adoption of the budget.
 - 1. Category 1 - Full Time Assignment – Full Dues for Active Members
 - 2. Category 2 - Job Share, OPT, and Pre-School Assignment - Correlated with the CTA / NEA dues calculations.
 - 3. Category 3 --Leave of Absence – Correlated with the CTA /NEA dues calculations.

(SR-4) STANDING RULE 4 - SUPPLEMENTARY RULES OF OPERATION FOR THE REPRESENTATIVE COUNCIL

The following procedures shall apply for the conduct of meetings of the Association Representative Council, in addition to those specified by the latest edition of Robert's Rules of Order.

- A. Reports from the Secretary and Treasurer will be presented to the Council in writing.

(SR-4) STANDING RULE 4 - SUPPLEMENTARY RULES OF OPERATION FOR THE REPRESENTATIVE COUNCIL continued.....

- B. Any Action Items submitted two (2) weeks prior to a Representative Council meeting shall be printed in the agenda mailed to the Association Representatives. Other Action Items may be presented in written or oral form at the Representative Council meeting.
- C. Committee Reports and Action Items (including all Old Business and New Business) shall precede announcements on the agenda.

These supplemental rules may be suspended at any time by a two-thirds (2/3) vote of the voting members in attendance at the Representative Council. They may be amended by the presentation of a proposed amendment to the Representative Council at any regular meeting and adoption by a majority vote of the voting members of the council at the next regular meeting.

(SR-5) STANDING RULE 5 - NOMINATIONS AND ELECTIONS

A. Rules and Elections Committee

1. The Rules and Elections Committee shall be composed of eight (8) members corresponding to the segment representatives of the Board of Directors whenever possible.
2. The Committee and Chairperson shall be appointed by the president and approved by the Board of Directors to which it is responsible.
3. The Committee shall be composed of members who are not on the Board of Directors and who are not declared candidates for that election.
4. The Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. A member shall abstain from participation in the Committee activities (preparing and/or counting ballots) during the period in which s/he or her/his immediate family member is a candidate.

B. Election Requirements

1. The Association shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualifications for office shall be membership in the Association and assignment in the appropriate segment if running for Segment Director.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) workday period between notice of election and nominations from Representative Council and candidate speeches at Representative Council.

(SR-5) STANDING RULE 5 - NOMINATIONS AND ELECTIONS continued.....

4. The Association shall provide means for all members to vote, including members on leave. It shall be the responsibility of a member to notify the Association within five (5) workdays of the announcement of the election if s/he desires a ballot at a site other than the regularly scheduled voting place.
5. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted (completed) ballot.
6. When a roster of members is prepared for a work site, initials of the member may be accepted. *(However, full signatures are required for the CTA and NEA/RA elections)*

C. Announcement

1. The announcement of an election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized at each of the worksites in a manner that ensures every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. A Timeline for Elections shall include the following:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not date postmarked) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;
 - g. Date by which to request a ballot;
 - h. Date(s) when voting will take place;
 - i. Deadline date (date received, not date postmarked), time and place for return of ballots;
 - j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
 - l. Dates and timelines for run-off election, if necessary; and
 - m. Deadline for filing of challenges to initial election and run-off if held (date received, not date postmarked).

(SR-5) STANDING RULE 5 - NOMINATIONS AND ELECTIONS continued.....

E. Finances

1. Monies received by the GGEA by ways of dues, assessment or similar levy must not be used to promote any candidate.
2. GGEA may not state or indicate its preference for a candidate in the unit's publications.
3. The use of links to the Association website by a candidate is prohibited.
4. The Association shall not make available personal emails to candidates.
5. District email addresses and/or systems shall not be used for campaigning.
6. Candidates cannot campaign on any affiliated chapter/service center social networking sites created for association/leadership members to communicate with each other.
7. Each candidate shall have the right to a list of the work site names and work site addresses with the number of Active members at each site for the purposes of campaigning.

F. Candidate's Rights

1. GGEA will honor all reasonable requests by a candidate to distribute campaign literature at his/her expense to all members in good standing, whether the distribution is by mail or other means. However, if distribution of campaign literature for one candidate is without charge, then distribution for all candidates must be without charge. Treating all candidates the same by refusing to honor any and all reasonable requests for distribution of campaign literature at the candidate's expenses is not permitted. GGEA will inform all candidates of rules in this regard.
2. A candidate cannot accept direct contributions from GGEA's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will or credit.
3. A candidate cannot use the official logo of GGEA or the official Association title in a way that suggests that the candidate has the support of the unit, CTA or any of its affiliates. This prohibition includes candidate email addresses.
4. All campaign flyers/materials must include a disclaimer stating that the view and opinions expressed are those of the candidate and not necessarily those of the GGEA, CTA or any of its affiliates.

G. Ballot

The CTA alphabet should be used to determine the order of the candidate's names. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name, including the first name.

The ballot shall state the name of the office, the term, and the name for each office/position of the candidate(s) who have filed declarations of candidacy within the timeline. The ballot shall include space for a write-in candidate for each office/position, except in a run-off election.

H. Distribution of Ballots and Method of Voting

All Active members must have an opportunity to vote. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote. Active members on Association/Affiliate business may request a ballot by mail. Provisions must be made for members to cast a ballot in such a manner that the person casting the vote cannot be identified with the vote cast. Voting by mail may be used at sites where it is difficult to contact each member individually to secure a signature on the official voter roster/sign-up sheet. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

1. On Site Voting:

- a. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 1. Voter Roster – List of eligible voters.
 2. Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
- b. The marked ballot must be returned to a designated site representative or ballot box.
- c. Campaign materials are not allowed in or near the polling area nor should campaign materials be distributed with ballots.
- d. Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
- e. Preliminary counts shall not be completed at school/work sites.
- f. It shall be the responsibility of a member to notify the Association within five (5) workdays of the announcement of the election if s/he desires a ballot at a site other than the regularly scheduled voting place.

2. Vote by Envelope at School/Work Site/Specified Site:

The following procedure may be used to conduct an election at sites where it is difficult to contact each member individually to secure a signature on the official voter sign-up sheet upon issuance of the ballot.

- a. A list of current members shall be prepared, which includes each member's name and work address.
- b. The voter shall be provided with:
 1. A ballot;
 2. Instructions on: a) Folding and placing of the ballot in the unsigned inner envelope; b) Placing of the unsigned inner envelope into the outer envelope; c) Signature and school/work site on the outer envelope addressed to the chapter; and d) Deadline date for receipt of the voted ballot at the chapter office.
 3. A small envelope (inner envelope) in which to place the voted ballot; and
 4. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c. Prior to the counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d. The outer envelope shall then be opened and put in a separate stack for safekeeping.
- e. All inner envelopes shall be placed in a separate receptacle.

(SR-5) STANDING RULE 5 - NOMINATIONS AND ELECTIONS continued.....

- f. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
- g. Refer to Section IX for the Counting of Ballots procedures.
 - 1. Members who are on a dues paying leave and have notified the Association shall be provided with a mail ballot in order to provide them an opportunity to vote.

3. Voting by Mail:

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- a. A list of current official members shall be prepared, which includes the following: name, work and home address.
- b. A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
- c. The voter shall be provided with:
 - 1. A ballot;
 - 2. Instructions on: a) Folding and placing of the ballot in the unsigned inner envelope; b) Placing of the unsigned inner envelope into the outer envelope; c) Signature and school/work site on the outer envelope addressed to the chapter; and d) Deadline date for receipt of the voted ballot at the chapter office.
 - 3. A small envelope (inner envelope) in which to place the voted ballot;
 - 4. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- d. At the time of counting, the names on the outer envelope shall be checked against the official list of voters.
- e. The name on the official list should be marked to show that the voter has returned a ballot.
- f. The outer envelopes shall then be opened and put in a separate stack for safekeeping.
- g. All inner envelopes shall be placed in a separate container.
- h. All inner envelopes shall be opened and the ballots removed from the envelopes, stacked, and then counted.

I. Garden Grove Education Association Vote Requirement

- 1. Unless otherwise specified, all Garden Grove Education Association local elections shall be decided by a simple majority vote. Write-in votes are valid and must be counted, except in run-off elections.
- 2. If a candidate does not receive a simple majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two (2) candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected.

(SR-5) STANDING RULE 5 - NOMINATIONS AND ELECTIONS continued.....

Receipt and Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place.
2. The Elections Committee shall verify signature sheets with ballots received, which should be completed immediately following the deadline for receipt of voted ballots.
3. Ballots set aside and not counted are:
 - a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline; and,
 - c. Voting envelopes without a signature.
4. After verification of signatures, ballots shall no longer be separated by site.
5. Each office/position on the ballot shall be treated as a separate race. Therefore it is possible that blank or illegal ballots for one race may still be counted in remaining positions on the ballot.
6. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. Member not listed on the voter roster;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Votes cast on unofficial ballot (probably reproduced); and
 - e. Candidate is not a member.
 1. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 4 above, and make a note of the decision. The ballots should remain separate.
 2. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
 3. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site no later than five (5) calendar days following the counting of the ballots. Specific to County office of Education chapters only – election results shall be posted electronically as soon as possible following the election.
 4. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

J. Challenge Procedure

1. A challenge cannot be initiated until after the results of the election have been posted at each work site.

2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to the NEA RA follow procedures in the CTA Elections Manual.
3. Challenging party(ies) must notify the unit president and elections chair of a challenge in writing, using the official CTA Challenge Form. (May be accessed on My CTA), within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number 5.

(SR-5) STANDING RULE 5 - NOMINATIONS AND ELECTIONS continued.....

4. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the Association's Elections Committee shall, in accordance with the GGEA bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
 - e. Within the same 10 calendar day period, the unit's Elections Committee shall submit a written report including issues, findings, and recommendations to the chapter president and the Governance Board.
 - f. The names of challengers and challenge forms shall remain confidential.
 1. Any member of the Governance Board who was a candidate in the race that has been challenged, or whose immediate family member is a candidate in the race that has been challenged, shall recuse themselves from discussion of and voting on the challenge. If in the case where the majority of the Governance Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents. [Adopted 6/05]
 2. The Governance Board shall act on the report no later than 10 calendar days following receipt of the written report of the Elections Committee in accordance with CTA Challenge Procedures as described in the CTA Challenge Procedures – Local /Service Center Council Elections on the next page. The names of challengers and challenge forms shall remain confidential.
 3. If the challenging party(ies) wish(es) to appeal the decision of the GGEA's governance body, he/she may file an appeal in writing to the CTA President within ten (10) calendar days from the date of the decision of the unit's governance body. The appeal shall be the original challenge filed at the unit level. It shall include information requested on the official CTA challenge form located in Appendix M.
 4. In the circumstance where an election has been conducted to elect one or more officers, and the elections results are challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved.]
 5. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

K. Contract Ratification Election

1. Upon determination by the Board of Directors that a tentative agreement has been reached, the Board shall decide the method by which the election shall be conducted:

- a. General meeting of the membership;
 - b. Work site balloting; or
 - c. Mail ballot.
2. This election shall provide for a decision by the membership within ten (10) work days.
 3. The method of election shall comply with established election procedures.

(SR-6) STANDING RULE 6 - OFFICERS

The following duties shall be in addition to those specified in the Bylaws:

- A. Duties and Job Descriptions of the President:
 1. Represent the Association on matters of policy.
 2. Represent the Association at Board of Education meetings.
 3. Speak before lay and professional groups.
 4. Make annual site visitations.
 5. Provide FAC trainings as requested.
 6. Assist the Association Representatives in implementing the Association's policies.
 7. Promote the goals and objectives of the Association.
 8. Prepare agendas for and preside over meetings of the Representative Council and Board of Directors.
 9. Call meetings of the Board of Directors and Representative Council.
 10. Suggest policies, plans, and activities for the Association and be responsible for the progress and work of the Association.
 11. Assists Policy Committee Chairpersons in planning and implementation of activities.
 12. Appoint Chairpersons of committees with the approval of the Board of Directors.
 13. Appoint members of the Negotiating Team, Grievance Committee, and Editorial Boards with the approval of the Board of Directors.
 14. Serve as an ex-officio member of all Association committees.
 15. Serve as an advisor to the Association's Consult Team members.
 16. Assist members in grievances and other matters.
 17. Assist in contract maintenance.

18. Advise the Advocate Editorial Board, and contribute a President's message.
19. Direct external Association press releases and communications.
20. Direct Association correspondence.

(SR-6) STANDING RULE 6 - OFFICERS continued.....

21. Assist and advise Association delegations in preparation for attendance at professional conferences and conventions.
22. Represent the Association with affiliated organizations.
23. Attend or designate an alternate to attend Service Center Council meetings.
24. Sign contracts and other instruments connected with the business affairs and professional activities of the Association as approved by the Board of Directors.
25. Supervise maintenance of Executive Director's contract.
26. Work cooperatively with the Executive Director to fulfill the goals of the Association.
27. Facilitate open communication and establish/maintain relationship between the Association and the District Administration.
28. Perform such other duties as may be directed by the Board of Directors and/or the Representative Council.

B. Duties of the First Vice-President:

1. Promote the goals and objectives of the Association.
2. Oversee Association committees.
3. Coordinate with the assistance of the Board of Directors a training program for Association Representatives.
4. Prepare the Association's calendar.
5. Coordinate special projects.
6. Assist the Association Representatives in implementing the Association's Policies.
7. Perform such other duties as may be directed by the President and/or Board of Directors.
8. Serve as an ex-officio member of all Association committees, and serve as liaison to assigned committee.

9. Attend GGEA Board of Directors, Representative Council, and when possible, attend GGUSD Board of Education meetings.

C. Duties of the Second Vice-President:

1. Promote the goals and objectives of the Association.
2. Assist First Vice-President with oversight of committees.

(SR-6) STANDING RULE 6 - OFFICERS continued.....

3. Develop and/or implement a process for membership involvement.
4. Coordinate membership information for Association Representatives.
5. Perform such other duties as may be directed by the President and/or Board of Directors.
6. Assist the Association Representatives in implementing the Association's Policies.
7. Serve as an ex-officio member of all Association Committees, and serve as liaison to assigned committee.
8. Attend GGEA Board of Directors, Representative Council, and when possible, attend GGUSD Board of Education meetings.

D. Duties of the Secretary:

1. Maintain records of all elected officers and representatives and their respective terms of office and notify the Rules and Elections Committee of pending vacancies.
2. Maintain records of attendance at Representative Council meetings.
3. Record and maintain the minutes of all Board of Directors, Association Representative Council, and other Association meetings.
4. Carry out the correspondence pertaining to the affairs of the Association as directed by the President and/or Board of Directors.
5. Serve as an ex-officio member of all Association committees, and serve as a liaison to assigned committee.
6. Assist the Association Representatives in implementing the Association's policies.
7. Promote the goals and objectives of the Association.
8. Attend GGEA Board of Directors, Representative Council, and when possible, attend GGUSD Board of Education meetings.

E. Duties of the Treasurer:

1. Ensure the maintenance of a detailed record of all receipts and expenditures of the Association and present this information in monthly and annual financial reports to the Representative Council and the Board of Directors.
2. Ensure the issuance of all checks drawn on the funds of the Association as authorized by the Board of Directors.
3. Review membership and financial reports for submission to CTA/NEA or other agencies as required by law.

(SR-6) STANDING RULE 6 - OFFICERS continued.....

4. Facilitate an annual audit of the Associations financial records as required by law and authorized by the Board of Directors.
5. Create, with a sub-committee, an annual proposed budget for submission to Representative Council at the April meeting.
6. Perform other financial activities, such as deposits, as required.
7. Serve as an ex-officio member of all Association committees.
8. Promote the goals and objectives of the Association.
9. Assist the Association Representatives in implementing the Association's policies.
10. Attend GGEA Board of Directors, Representative Council, and when possible, attend GGUSD Board of Education meetings.

F. Duties of the Segment Directors:

1. Assist the Association Representatives in the performance of their duties.
2. Prepare Agendas and conduct meetings of teachers within their segment.
3. Report on Segment meetings to Rep. Council.
4. Perform other such duties as may be directed by the President and/or Board of Directors.
5. Promote the goals and objectives of the Association.
6. Serve as an ex-officio member of all Association committees, and serve as liaison to an assigned committee.
7. Attend GGEA Board of Directors, Representative Council, and when possible, attend GGUSD Board of Education meetings.

(SR-7) STANDING RULE 7 - BOARD OF DIRECTORS

In addition to the responsibilities listed in Bylaws Section 8 the Board of Directors shall have the following duties;

- A. Designate four (4) officers, one of whom shall be the Treasurer to sign checks drawn upon the accounts of the Association. Two (2) of the four (4) authorized signatures shall be required on all checks. One of the two signatures on the checks should be that of the Treasurer whenever possible.
- B. Review and, if appropriate, make recommendations to the Representative Council on proposals for Association action, which are made by individuals and/or other organizations.

(SR-7) STANDING RULE 7 - BOARD OF DIRECTORS continued.....

- C. If a GGEA member is elected to a CTA or NEA Director seat, he or she may serve as an ex-officio member of the GGEA Board of Directors until the completion of their term.

(SR-8) STANDING RULE 8 - POLICY COMMITTEES

Each Policy Committee Chairperson shall make periodic reports and recommendations to the Board of Directors and/or the Representative Council. Policy committees of the Association shall consist of, but not be limited to, the following:

- A. Community Action Committee
 - 1. Increase public awareness in areas of educational concern.
 - 2. Foster communication between the Association and the community.
 - 3. Establish and provide an ongoing liaison with the various racial and ethnic community groups within the community.
 - 4. Develop a program of activities for the Day of the Teacher.
- B. Bargaining Support Committee
 - 1. As directed by the board, develop the Association's contract proposals collect data as part of the development of contract proposals by utilizing such methods as written surveys, open hearings, and proposals from other committees.
 - 2. Provide support for the Negotiating Team as directed.
- C. Human Rights Committee
 - 1. Encourage minorities to teach in the district to achieve and maintain a racially and culturally balanced teaching staff.
 - 2. Actively work with minority teachers in the district to encourage involvement in Garden Grove Education Association/CTA/NEA.

3. Study and recommend action for human rights.
4. Organize and promote GGEA, CTA, and NEA workshops.
5. Become familiar with pending and current legislation and make appropriate recommendations.
6. Study sections of the Administrative Regulations and Board Policies that affect teachers and make recommendations.
7. Recognize members who are making a difference for GGUSD students, GGEA teachers, and the Garden Grove community.

(SR-8) STANDING RULE 8 - POLICY COMMITTEES continued.....

D. New Teacher Committee

1. Work with GGEA Site Reps. to recruit new teachers in the district to become members and to encourage involvement in Garden Grove Education Association/CTA/NEA.
2. Organize events throughout the year to encourage new members to get involved with GGEA.

E. Political Involvement Committee

1. Interview candidates for school board elections and make specific recommendations for Association support.
2. Provide information to the Board of Directors regarding pending legislation in the field of education.
3. Develop campaigns and programs in regards to legislation and the support of candidates pursuant to the instructions of the Board of Directors.
4. Provide continuing liaison between the Association and elected public officials.

F. Retirement Committee

1. Provide the Association members information on the pending and current retirement law, District medical plans for retirees, and transitioning to retirement.
2. Develop and implement tributes for teachers retiring from the Garden Grove Unified School District.
3. Develop a relationship between the Association and retired teachers.

G. Organizing Committee

1. Increase memberships' awareness of educational and political concerns.

2. Build unity among members so that we are able to mobilize in a time of crisis.
3. Establish member and community support for bargaining efforts, school board elections, or other issues, affecting our members.
4. Develop an organizing plan, in conjunction with information received either by the Executive Board, Bargaining Team, Political and Community Action Committee, Special Education Committee, and/or Grievance Committee.

(SR-8) STANDING RULE 8 - POLICY COMMITTEES continued.....

H. Special Education Committee

1. Provide Professional Development in Special Education.
2. Inform members of Education Code and Special Education Legislation.
3. Develop dialogue between the committee, members, the community, and the district.
4. Develop resources for teachers who provide services to students with special needs.

(SR-9) STANDING RULE 9 - APPOINTMENT TO DISTRICT COMMITTEES

- A. Representatives of the Association on District committees shall be appointed by the President, with the advice and consent of the Board of Directors.
- B. Representatives serving on District committees shall work to carry out Association policies and procedures.
- C. It is the policy of the Association that teachers serving on District committees without Association approval do so as individuals, not as representatives of the Association.

(SR-10) STANDING RULE 10 - GRIEVANCE COMMITTEE

The Association Grievance Committee shall consist of Association members. The Association will provide training on processing grievances. The Committee shall:

- A. Provide assistance to members of the Bargaining Unit in processing grievances;
- B. Represent the Association at grievance proceedings whenever a member of the Bargaining Unit is pursuing a grievance without the assistance of the Association;

- C. Make recommendations to the Board of Directors regarding the budget for grievance processing and arbitration costs;
- D. Keep the Board of Directors informed through the Executive Director regarding the operation of the Grievance Program;
- E. Consider the merits of each grievance and make recommendations to the Board of Directors regarding the submission of a grievance to arbitration;
- F. Keep a record of all grievances filed through the Association; and
- G. Study the Association's grievance processing program and policies and make recommendations to the Board of Directors and/or Representative Council for maintaining and improving their effectiveness.

(SR-11) STANDING RULE 11 - GRIEVANCE PROCESSING

A. General

The Association shall act to represent the interests of any member of the Bargaining Unit involved in an individual grievance procedure or group grievance procedure.

B. Processing Grievances (Non-arbitrated)

Members of the Bargaining Unit shall be entitled to representation for any grievance which the member wishes to process at steps one, two, and three of the grievance procedure. The Association Executive Director, President, and/or Grievance Committee may recommend that the member either drop the grievance, and/or proceed to any step referred to in this section; however, the ultimate decision shall be made by the member having the grievance.

C. Processing Grievances (Arbitration)

Members of the Bargaining Unit shall be entitled to request that a grievance, unresolved at Level III, be pursued to arbitration. Members seeking to pursue grievances to arbitration shall have the right to appeal decisions of the Executive Director, President, and/or the Board of Directors to the Representative Council. The Representative Council shall have final decision-making authority relative to the arbitration of grievances.

(SR-12) STANDING RULE 12 - NEGOTIATING TEAM

The Negotiating Team shall consist of Association members representative of elementary, intermediate and high school segments. A Negotiating Team member shall:

- A. Attend scheduled team work sessions;
- B. Attend other meetings as authorized by the Board of Directors;
- C. Give periodic reports to the Board of Directors and the Representative Council, as requested;

- D. Develop strategies for negotiations;
- E. Prepare proposals and materials that may be needed throughout the negotiations process; and
- F. Follow all negotiation guidelines as directed by the Board of Directors.

(SR-13) STANDING RULE 13 - SERVICE COMMITTEES

A. Scholarship Committee. The Scholarship Committee shall be responsible for determining the annual recipients of the Jim Wicker Scholarships. The scholarships are maintained and funded by the Association.

- 1. The Committee shall establish guidelines which will guarantee equal consideration for all applicants which include:

(SR-13) STANDING RULE 13 - SERVICE COMMITTEES continued.....

- a. Each year, the Association shall offer three (3) \$2000 scholarships unless the Representative Council determines otherwise in the annual budget adoption. One of the scholarships shall be designated as available only to the children of Association members;
- b. GGUSD graduates and children of current Association members, retired, disabled, or deceased members shall qualify for application. Notification of scholarships shall be sent to each high school and shall be published in official publications of the Association;
- c. Students who apply may consider any field of study;
- d. Students who apply must be entering a Community college, a four-year college, or a university in the fall of the year following their high school graduation;
- e. The criteria for selection of winners will be:
 - 1) financial need;
 - 2) academic achievement;
 - 3) volunteer work and service to the community;
 - 4) school activities; and
 - 5) other information as requested by the committee.

- 2. Finalists shall be interviewed by the Scholarship Committee who will then make a final determination of the annual winners.
- 3. The Committee shall verify each recipient's proof of enrollment in college prior to paying the \$2000 scholarship money. The money shall be paid to the recipient in one (1) lump sum. Any scholarship recipient who does not provide proof of enrollment in a college to the committee within one (1) calendar year of notification being sent automatically forfeits the scholarship.
- 4. All previous scholarship recipients shall have the remaining balance of their scholarships paid in full upon receipt of proof of current college enrollment.

B. Additional Service Committees may be established annually by the Board of Directors.

(SR-14) STANDING RULE 14 - REPRESENTATION TO AFFILIATED ORGANIZATIONS

A. NEA/RA Delegates

NEA/RA Delegate(s) and Alternate(s) shall be elected according to the procedures outlined in Bylaws Section 5.3. Delegates are elected for staggered terms of office.

B. CTA State Council Representatives

CTA State Council Representatives and their Alternates shall be elected according to procedures defined in Bylaws Section 5.4. Representatives are elected for staggered terms of office.

C. Orange Service Center Council

CTA State Council Representatives, along with the Association President, shall serve concurrently as delegates to the Orange Service Center Council. The additional representatives as allotted by Service Center Council Rules shall be designated by the Board of Directors.

D. Other Organizations

At the direction of the Representative Council, the Association shall participate in membership in other organizations. The President shall appoint, with the advice and consent of the Board of Directors, representatives to other organizations.

E. Responsibilities of Representatives

The primary duty of any Association Representative shall be to support the adopted policies and goals of the Association.

F. Emergency Alternate(s)

In cases where an emergency alternate(s) is needed to attend any meeting(s) at which the Association has an authorized voting delegation, the President shall make appointment(s) for this purpose. When time permits, such appointment(s) shall be approved by the Board of Directors.

(SR-15) STANDING RULE 15 - REIMBURSEMENT OF EXPENSES

A. Philosophy

It shall be the philosophy of the Association that no member, within budgetary limitations, shall be expected to spend individual monies in the performance of Association-related responsibilities.

B. Individual Expense Accounts

There shall be established in each Association budget an individual expense account for the Association President and Executive Director. These individual expense accounts shall be

established annually in an amount to be submitted by the Board of Directors and approved by the Representative Council as part of the adoption process for the Annual Budget.

C. Transportation

1. Plane: Actual coach fare (tourist, single class) unless coach service is not available, or circumstances compel use of first class accommodations.
2. Train or bus: Actual fare; railroad fare may include lower berth, roomette, or equivalent.
3. Auto: Current IRS rate per mile round trip by shortest highway route, except that round trips over 400 miles will not be reimbursable over the amount of round trip plane fare.
4. Actual cost of necessary transportation, including buses, taxis, tips, and parking fees.

D. Lodging

1. Actual amount paid, plus tips; to be based on double occupancy whenever possible.
2. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

(SR-15) STANDING RULE 15 - REIMBURSEMENT OF EXPENSES continued.....

3. Personal charges, such as laundry, valet, telephone calls, and entertainment, are not reimbursable.

E. Meals

Actual amounts paid including tax and tip, not to exceed \$70.00 for any one day will apply, except for days when meals are provided by CTA/GGEA. Receipts are required for all meals, except for the NEA RA. For the NEA RA, receipts for meals costing less than \$35.00 are not required. Extra meals required by auto travel are not reimbursable.

For groups with just one receipt available, each member should provide a copy of the receipt with their individual reimbursement form.

For groups that have one payer, the names of each individual shall be printed on the back of the receipt. No reimbursement will be made for members for that meal, except for the one payer.

F. Receipts

Garden Grove Education Association Reimbursement form must be submitted to the Garden Grove Education Association office within 30 days of the activity. Receipts for transportation and lodging charges must be submitted with the form.

In the case of a missing receipt, other than for lodging or transportation, a GGEA Missing Receipt Form must be submitted for each missing receipt. For lodging and travel, a duplicate receipt must be obtained, or a copy of the credit card bill may be submitted.

- G. Any exceptions or variations from the above rules must be authorized by the Board of Directors.

(SR-16) STANDING RULE 16 - CONSULT PROCESS

- A. The responsibility of this process shall rest with the Board of Directors.
- B. All members of any Consult shall be appointed by the President.
- C. The President and/or Executive Director shall meet with all GGEA Consult members prior to the convening of the consult.
- D. A Minority Report Form shall be provided by GGEA to all consult members.
- E. Proposals for consulting shall:
 - 1. Be consistent with Association goals and policies;
 - 2. Specify the desired results; and
 - 3. Be adopted by the Board of Directors and/or Representative Council;
- F. Members of the consult(s) will report the results to the Board of Directors and/or Representative Council;

(SR-17) STANDING RULE 17 - PROCEDURE FOR ENDORSEMENT OF GGUSD BOARD OF EDUCATION CANDIDATES

It is the policy of Garden Grove Education Association to endorse candidates who will best promote quality public education for the children of the Garden Grove Unified School District.

- A. Candidate Interview Committee(s)
 - 1. Composition

The Board of Directors shall adopt guidelines for the selection of Interview Committee members, choosing from among its own body, the Political Involvement Committee, and the general membership.
 - 2. Responsibilities
 - a. Interview candidates;
 - b. Compile data; and
 - c. Make recommendations based on:
 - 1) Educational philosophy - support of pertinent Association-adopted goals;
 - 2) Electability; and
 - 3) Ability to conduct a successful campaign.
- B. Post-filing Endorsement Procedure
 - 1. The Interview Committee shall report the recommendations to the Board of Directors.
 - 2. The Representative Council shall vote on each of the recommendations individually.

3. Recommended candidates shall be given the opportunity to address the Representative Council.
4. Candidates shall not be present during the discussion of, or the voting on, the recommendations.

C. Early Endorsement Procedure

1. If the Board of Directors determines that an early (prior to the close of filing) endorsement should be considered, the President shall appoint with the advice and consent of the Board of Directors an Interview Committee.
2. The committee shall interview the candidate(s) and make a recommendation to the Board of Directors.
3. The Board of Directors shall meet with the candidate(s) and determine if an early endorsement will be recommended.
4. The decision to determine an early endorsement shall be made by the Representative Council.

(SR-17) STANDING RULE 17 - PROCEDURE FOR ENDORSEMENT OF GGUSD BOARD OF EDUCATION CANDIDATES continued.....

D. Support Activities

1. Report its endorsements to its members and other CTA members within the school district;
2. Report its endorsements to the CTA Association for Better Citizenship (ABC);
3. Request financial support from the Association for Better Citizenship; and
4. Establish volunteer committees to work with the campaigns for endorsed candidates.

(SR-18) STANDING RULE 18 - RECORDS AND PUBLICATION POLICIES

A. Privileged and Non-privileged Material

1. Privileged materials shall include staff evaluations, member's personal information including home addresses and phone numbers, and any records pertaining to grievances.
2. All other records and materials kept by the Association shall be categorized as non-privileged.

B. Publications

The publications of the Association shall include the following:

1. ADVOCATE - Association Official Newsletter
This publication shall be distributed bi-monthly. The contents of this newsletter shall be determined by an editorial board consisting of at least four (4) Association members and the Executive Director. The Editorial Board shall be appointed by the President, subject to the approval of the Board of Directors.
2. AdNotes - Informational Newsletter
This informational newsletter shall be prepared by the President and published as needed. It shall provide the membership with information relating to issues facing the Association and the profession.
3. Negotiation's Update
This informational newsletter shall be published periodically during the negotiations process to inform members of the status of negotiations.
4. Representative Council Agenda
This information shall be sent to Association Representatives at least one (1) week prior to each Representative Council meeting, and shall include the following: agenda, background material, and minutes of the previous meeting.

(SR-18) STANDING RULE 18 - RECORDS AND PUBLICATION POLICIES continued.....

5. Special Information Bulletin

This bulletin shall be published on an as-needed basis and distributed to all Representative Council members or all members as determined by the President and shall contain material of significance to Association leaders as they carry out their responsibilities within the organization.

6. Segment Column or Newsletter

These columns or newsletters shall be published on an as-needed basis. Segment Directors shall serve as the Editorial Boards. The Executive Director shall supervise these publications.

- C. Only Association publications may be identified by the official Association logo.
- D. All other publications distributed through the Association Office shall be approved by the Board of Directors and identified as to source.
- E. All news releases issued in the name of the Association to outside public media must conform to Association policies and be approved by the President.

(SR-19) STANDING RULE 19 - PERSONNEL POLICIES - STAFF

A. Executive Director

1. Terms of Employment

The contract terms and conditions for employment of the Association Executive Director and any supplementary professional staff shall fall within any general policies established by the Representative Council.

2. Evaluation

The Board of Directors shall make such provisions for evaluation as needed in order to serve as a basis for its decisions as to renewal or non-renewal of employment. There shall be at least one evaluation of the Executive Director by the Board of Directors annually in executive session.

3. Job Description

Written job descriptions shall be adopted by the Board of Directors for members of professional staff employed by or contracted for by the Association.

B. Secretarial and Clerical Staff

1. Supervisory Role. The Executive Director shall be considered to be the immediate supervisor of Association secretarial and clerical employees.

(SR-19) STANDING RULE 19 - PERSONNEL POLICIES - STAFF continued.....

2. Employment, Release, Promotion, Demotion, and Placement. The Board of Directors, working within budget limitations and any other policies adopted by the Representative Council, shall be responsible for the employment, release, promotion, demotion, and placement of Association secretarial and clerical employees. Such personnel actions shall be based on the reports and recommendations made by the Executive Director.

(SR-20) STANDING RULE 20 – ASSOCIATION ELECTION CAMPAIGNS

A. Distribution of Campaign Rules to Candidates

1. Upon filing a Declaration of Candidacy form, each candidate shall receive a copy of this Standing Rule.
2. Upon request, each candidate shall be provided a complete copy of the Standing Rules and Bylaws.

B. Use of District Mail

1. Candidates may use the Association's District mail privilege, subject to the following conditions:

- a. Campaign material may be distributed during the period following the filing deadline through the last day of the election;
 - b. All pieces of campaign literature shall clearly display the following:
"NOT PRODUCED AT GARDEN GROVE EDUCATION ASSOCIATION EXPENSE AND NO GARDEN GROVE EDUCATION ASSOCIATION ENDORSEMENT IS IMPLIED. GARDEN GROVE EDUCATION ASSOCIATION MAIL PRIVILEGE EXTENDED TO ALL CANDIDATES EQUALLY";
 - c. All campaign literature must go through the Garden Grove Education Association office;
 - d. Candidate(s) must count out campaign literature by school, address label properly (school, Association Representative) and sort into appropriate District mail groupings;
 - e. Two extra copies of each piece of campaign literature must be provided to the Garden Grove Education Association office; and
 - f. Each candidate must have a Declaration of Candidacy on file in the Garden Grove Education Association office.
2. For the purpose of campaigning each candidate shall be provided **one (1)** set of labels with the names of site representatives and the number of members at each site. In the event of a runoff election, candidates shall be provided one (1) additional set of labels.

(SR-20) STANDING RULE 20 - ASSOCIATION ELECTION CAMPAIGNS continued.....

C. "Candidates Speeches"

1. Candidates for Executive Offices, CTA State Council Representative, and NEA Representative Assembly Delegate may address the Representative Council subject to the following conditions:
 - a. Five (5) minutes maximum time per candidate;
 - b. Total question/answer period of fifteen (15) minutes; and
 - c. Executive Director to moderate.
2. Candidates for Segment Director may address Segment Meetings subject to the following conditions:
 - a. Three (3) minutes maximum time per candidate;
 - b. Total question/answer period of ten (10) minutes; and
 - c. Rules and Elections Committee member, Executive Director or designee to moderate.

D. Tallying Ballots

1. The ballot box in the Garden Grove Education Association office shall remain locked from the beginning of the first day of voting until opened by the Rules and Elections Committee after the end of the last day of voting.
2. A list of work sites which have returned ballots shall be publicly displayed by the ballot box during voting days.
3. The Rules and Elections Committee shall decide whether or not to include in the count ballots received after the announced deadline.
4. Each candidate may select one observer for the tallying of ballots, provided the observer does not interfere with the counting.

E. The Garden Grove Education Association Advocate - Election Issue (General Election Only)

1. Candidates for the Board of Directors may be included in The Garden Grove Education Association Advocate - Election Issue subject to the following conditions:
 - a. The candidate provides a photograph;
 - b. The candidate provides a written statement not to exceed one hundred (100) words to the Garden Grove Education Association office by the announced deadline. The written statement may include a description of previous experience with Garden Grove Education Association and reasons for seeking office; and
 - c. Deadline for candidate statements shall follow adopted elections calendar.
2. No declared candidate may serve as a member of the Editorial Board for the election issue.

GLOSSARY

BALLOT BOX The locked container for election ballots, located at the GARDEN GROVE EDUCATION ASSOCIATION office.

BOARD OF DIRECTORS

The 13 elected leaders of the Garden Grove Education Association: Five (5) Executive Officers (President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer) and 8 Segment Directors (2 – high school, 2 - intermediate and 4 – elementary)

CANDIDATE A declared candidate for Garden Grove Education Association/CTA/NEA elective office.

CONSULT The process, provided for by the Rodda Act, which allows the Association to have input on areas outside the scope of bargaining.

CTA ALPHABET

The random alphabetical order, set annually by CTA, to determine candidates ballot position.

DUES PAYING LEAVE

A Garden Grove Education Association member on an extended leave, who continues to pay Garden Grove Education Association/CTA/NEA dues.

EXECUTIVE BOARD

The President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. of Garden Grove Education Association

FEE PAYER

A bargaining unit member who chooses not to join Garden Grove Education Association/CTA/NEA.

GENERAL MEMBERSHIP

The current dues paying members of the Garden Grove Education Association.

GRIEVANCE

A written allegation of a breach of the Garden Grove Education Association/GGUSD contract.

LOCAL FACULTY UNIT

The bargaining unit members at a worksite.

MAJORITY

Fifty (50%) percent plus one vote, of all legal ballots cast in an election.

NEA/RA

The annual NEA Representative Assembly of member-delegates.

PRINCIPAL OFFICERS

See “Executive Board”

RODDA ACT

The California Legislative Act, passed in 1975, which grants collective bargaining rights to recognized teacher unions.

RUNOFF ELECTION

An election which is required when no candidate in a general election receives a majority of the legal votes cast. The candidates in an Runoff Election will be those, in order of votes received, who are one more than positions to be filled.

SIMPLE MAJORITY

A plurality, or the highest number of legal votes cast in an election.

STAGGERED TERMS OF OFFICE

Is electing one-half (1/2) of the officers or delegates each year.

UNIFIED DUES

The sum of Garden Grove Education Association/CTA/NEA dues paid by members. Garden Grove Education Association dues are set annually by the Garden Grove Education Association Board of Directors. CTA and NEA dues are indexed to the averages of California and U.S. teachers pay rates, respectively.

WORKDAY

One of the 185 duty days for teachers, when Garden Grove Unified School District schools are in session, or non-student days.