

# 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 - for those members whose teaching assignment is more than 60% of a normal assignment - full dues amount.
  - 2. Category 2 - for those members whose teaching assignment is greater than one-third (1/3) but 60% or less than a normal assignment – one-half (1/2) the dues for active members.
  - 3. Category 3 - for those members whose teaching assignment is one-third (1/3) or less than a normal assignment – one-fourth (1/4) of the dues for active members.

## **(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. The Rules and Elections Committee shall annually establish a master calendar (including run-offs, if necessary) in accordance with the Bylaws. This calendar shall be approved by the Representative Council at its January meeting.
2. The timeline for the elections shall include:
  - a. Time, date, and place where declarations of candidacy are to be received. Literature shall state information that date is receipt date and not postmark date.
  - b. Date for posting a list of declared candidates.
  - c. Date for preparation of ballots.
  - d. Date(s) when voting will take place.
  - e. Deadline date, time and place for return of ballots, (date received, not postmark date).
  - f. Date, time and place where ballots will be counted.
  - g. Date(s) that the Rules & Elections Committee present the election results to the Representative Council for verification.
  - h. Dates and timelines for run-off election, if necessary.
  - i. Deadline for filing of challenges (date received, not postmark date).

E. Finances

1. Association monies received through dues, assessment or similar levy shall not be used to promote any Association candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. The Association may not publish or indicate its preference for any candidate.
4. The official logo of the Association may not be used in a way that suggests that the candidate has the support of the Association, CTA, or any of its affiliates.

F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Upon receipt of the Declaration of Candidacy each candidate shall receive a copy of the election timeline, procedures and guidelines. (which are contained in the election calendar and Standing Rule-20)
3. 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. The confidentiality of CTA/NEA Membership data files prohibits access for the purpose of election campaigns.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. Incumbents who are candidates for election shall be identified as such.
4. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

1. Each member shall be provided access to a ballot.
2. Voting shall be by one or a combination of the following methods:
  - a. At Work Site(s)/Specified Voting Site
    - 1) Voting at Work Site(s)/Specified Voting Site(s)
      - a) Each voter must sign or initial a Voter Roster/Sign-up sheet before receiving a ballot.
        - i. Voter Roster – List of eligible voters.
        - ii. 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.
      - c) Site representatives must return all Voter Roster/Sign-up sheets and ballots to the ballot box by the designated date and time.
    - d) 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) Voting at Work Site(s)/Specified Voting Site(s) using envelopes:
        - a) A list of current members shall be prepared, which includes each member's name and school address.
        - b) The voter shall be provided with the following:
          - i. A ballot;
          - ii. Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the Association office;
          - iii. A small envelope (inner envelope) in which to place the voted ballot; and,
          - iv. A larger envelope (outer envelope) on which the voter's printed name and a place for a signature appears;
        - c) At the time of 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 as a record of voters for one (1) year from the election.
        - e) All inner envelopes shall be placed in a separate receptacle.
        - f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
        - g) 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.

b. By mail:

- 1) A list of current members shall be prepared, which includes the following:  
name, school and home address.
- 2) The mailing list shall correspond to the current official roll of members.
- 3) Each voter shall be provided with:
  - a) A ballot;
  - b) Instructions on folding and placing of the ballot in the unsigned inner envelope, placing of the unsigned inner envelope into the outer envelope, signature and school on the outer envelope addressed to the Association, and deadline date for receipt of the voted ballot at the Association office;
  - c) Inner envelope; and
  - d) Outer return envelope, addressed to the Association.
- 4) The ballot shall be date stamped when it is received in the Association office and then put in a locked ballot box in the Garden Grove Education Association office until the votes are to be counted.
- 5) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
- 6) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7) All inner envelopes shall be placed in a separate receptacle.
- 8) The inner envelope shall be slit 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.

J. Receipt and Counting of Ballots

1. The ballot box 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 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.

5. Upon receipt of ballots and signatures, the Rules and Elections Committee shall count the ballots in a secure area with only the Rules and Elections Committee members and observers present.
6. The Rules and Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
  - a. Blank ballot;
  - b. Ballot without signature on envelope;
  - c. A ballot submitted after deadline;
  - d. Voter not a member;
  - e. Voter's intent unclear;
  - f. Votes cast for more than number allowed;
  - g. Vote cast on unofficial ballot;
  - h. Vote cast for ineligible candidate;
  - i. Other irregularities.
7. The Rules and Elections Committee shall make a determination on the validity of the ballot(s) and document their decision.
8. The Rules and Elections Committee shall prepare an Elections Report Form, recording the following information:
  - a. Total number of ballots cast;
  - b. The number of set aside ballots with an explanation for each ballot not counted;
  - c. The number of late votes that were counted;
  - d. The number needed to win or pass;
  - e. The number of votes received by each candidate or issue;
  - f. A notation whether the set aside votes would affect the outcome; and
  - g. Signature of each Rules and Elections Committee member present during the preparation of the report.
9. The Rules and Elections Chair shall attempt to inform in person or by telephone the President and all candidates of the results as soon as possible.
10. The Rules and Elections Chair shall announce the results at the Representative Council meeting following the election.
11. If the votes set aside could affect the outcome of the election, the Representative Council shall decide:
  - a. To include in the count the votes which have been set aside;
  - b. Not to include in the count the votes which have been set aside; or
  - c. If the election should be conducted again.

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

12. The ballots, envelopes and signature sheets shall be retained for one (1) year after the election.

K. Observers

1. Each candidate shall be allowed to have an observer at the vote counting area. The name of the observer shall be given to the Rules and Elections Committee before counting commences.
2. No candidate shall be an observer.
3. An observer shall not interfere with the counting and shall stay in the counting area until the counting has been completed and the results are known.
4. An observer does not have to be a member of the Association.

L. Challenge Procedure

1. Any member or observer, having knowledge of a violation of election procedures shall have the right to notify the President and/or the Chair of the Rules and Elections Committee, in writing, within five (5) work days of completion of the tally of the votes. The notification must:
  - a. Specify which Standing Rule or Bylaw section has been violated;
  - b. Include supporting information; and
  - c. List names of parties who can provide information.
2. The Rules and Elections Committee shall investigate and submit a written report to the Board of Directors within five (5) work days after receipt of the challenge. In an effort to resolve the issue, the Committee shall determine if:
  - a. The challenge alleges a violation of an election requirement;
  - b. The challenge is supported by appropriate documentation; and
  - c. The alleged violation may have affected the outcome of the election.
3. Upon receipt of a written report, the Board of Directors shall, no later than the next scheduled board meeting, review the report and make a final determination of the challenge. The Board of Directors shall respond in writing within three (3) days to the member(s) who filed the challenge.
4. If the above procedures do not rectify the situation call the CTA Rules & Elections Committee for further guidelines.

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

M. 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. Meet regularly with faculties.
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. Directs Policy Committee Chairperson in planning and implementation of their 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.

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

14. Serve as an ex-officio member of all Association committees.
15. Serve as an advisor to the Association's Consult Teams.
16. Assist members in grievances and other matters.
17. Assist in contract maintenance.
18. Advise the Advocate Editorial Board.
19. Direct external Association press releases and communications.
20. Direct Association correspondence.
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. Oversee Association committees.
2. Coordinate with the assistance of the Board of Directors a training program for Association Representatives.
3. Prepare the Association's calendar.
4. Coordinate special projects.
5. Perform such other duties as may be directed by the President and/or Board of Directors.

C. Duties of the Second Vice-President:

1. Assist First Vice-President with oversight of committees.
2. Develop and/or implement a process for membership involvement.
3. Coordinate membership information for Association Representatives.
4. Perform such other duties as may be directed by the President and/or Board of Directors.

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 on the correspondence pertaining to the affairs of the Association as directed by the President and/or Board of Directors.

E. Duties of the Treasurer:

1. Supervise 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. Supervise 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.
4. Facilitate an annual audit of the Associations financial records as required by law and authorized by the Board of Directors.
5. Create an annual proposed budget for submission to Representative Council at the April meeting.
6. Perform other financial activities as required.

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

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. Write Segment newsletters or articles.
4. Perform other activities as required.

(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 three (3) officers, one of whom shall be the Treasurer to sign checks drawn upon the accounts of the Association. Two (2) of the three (3) authorized signatures shall be required on all checks.
- B. Review and, if appropriate, make recommendations to the Representative Council on proposals for Association action, which are made by individuals and/or organizations.

(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. Contract Committee

1. As directed by the board develop the Association's contract proposals 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 the hiring of qualified minority teachers 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 Association 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.

D. Instruction and Professional Development

1. Study and recommend appropriate action in the field of curriculum and instruction.
2. Organize and promote Association workshops which will meet the needs and requests of teachers.
3. Become familiar with pending and current legislation that could affect the Instructional Program in the District and make recommendations.
4. Study Administrative Regulations and Board Policies that affect teachers and make recommendations.

E. New Teacher Committee

1. To actively work with new teachers in the district to encourage involvement in Garden Grove Education Association/CTA/NEA
2. Coordinate new teacher luncheon.

F. 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.

G. 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.

(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;
- G. Keep a record of all grievances filed through the Association; and
- H. 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.

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

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

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

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.

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

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

E. Meals

Actual costs up to an average of fifty dollars (\$50) per day for meals, including tax and tips, will be reimbursed. Extra days required by auto travel are not reimbursable.

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.

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. 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;
- D. 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.

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, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> 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, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> 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.