

# STANDING RULES

Revised November 2008

## **Elections Committee**

1. There shall be an Elections Committee composed of at least three members who are not on the Executive Board. Members of the Elections Committee cannot serve on the Executive Board. Members of the Executive Board cannot serve on the Elections Committee.
2. The chair of the Elections Committee and Members of the Elections Committee shall be appointed by the President and approved by the Executive Board.
3. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.
4. Any member of the Election Committee who declares his candidacy for a position on the Board of Directors shall resign from the Election Committee.
5. The duties of the committee shall be to ensure that the election shall follow the procedures of the Bylaws and are conducted in a fair and impartial manner.
6. The duties shall include instruction to the Representative Council on proper election procedures.

## **Election Requirements**

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.
2. Every active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all active member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An active 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 ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

## **Announcement**

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

## **Timeline**

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:

- A. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
- B. Date for acknowledgment of declarations from candidates.
- C. Date for preparation of ballots.
- D. Date on which ballots will be distributed.
- E. Date(s) when voting will take place.
- F. Deadline date for requesting absentee ballot.
- G. Deadline date, time and place for return of ballots, including absentee ballots.
- H. Date, time and place where ballots will be counted.
- I. Date(s) that announcement of results will be made to leadership, candidates and members.
- J. Dates and timelines for run-off election, if necessary.
- K. Deadline for filing of challenges.
- L. Deadline and time limits for addressing the Representative Council.
- M. Deadline for submission of printed material for distribution.

#### **Finances**

1. Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate for Association office.
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. A unit may not state or indicate its preference for a candidate in a unit's publications.
4. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

#### **Candidate's Rights**

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right of access to a list containing the number and site locations of all members.
4. Each candidate shall be treated in a fair and equitable manner in the distribution of campaign statements to members.
5. Each candidate shall be given the opportunity to address the Representative Council.

#### **Ballot**

1. The names of the candidates shall be printed on the ballot in CTA election alphabet 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. The ballot shall include space for a write-in candidate, except in run-off elections.

#### **Distribution of Ballots and Method of Voting**

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
  - A. At school site (see Appendix A)
  - B. At specified voting site (see Appendix A)
  - C. By mail (see Appendix B)

#### **Vote Requirement**

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write in votes are valid and must be counted.

1. A majority vote means more than fifty percent (50%) of the legal votes cast.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast.
4. For unit officers, the election will be by majority.
5. For State Council:
  - a. If a unit is a single electoral district or a multiple electoral district, the election for State Council Representative will be by majority vote.
  - b. If the unit is within a multiple electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.
6. If a candidate does not receive a 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 candidates for an office, the candidate receiving the highest number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
7. For NEA Local Delegates, the election will be by majority or plurality vote, as specified below. Results must be sent to the CTA Governance Support Department and to the Service Center Council.
8. For additional CTA/NEA election guidelines, refer to the official CTA elections manual.

#### **Counting of Ballots**

1. Upon receipt of ballots and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
2. The Elections Committee shall count valid ballots by site and set aside any ballot(s) on which there is a question, such as:
  - A. Blank ballot
  - B. More ballots than signatures
  - C. Ballot submitted after deadline

- D. Voter not an active 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.
3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
  4. The Elections Committee shall prepare the Final Report, recording the following information:
    - A. Total number of ballots cast
    - B. The number of set aside ballots with an explanation for each category of ballot not counted.
    - C. The number needed to win or pass
    - D. The number of votes received by each candidate or issue
    - E. A notation whether the set aside votes would affect the outcome
    - F. Signature of each Elections Committee member present during the preparation of the report.
  5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
  6. The President shall announce the results as prescribed by the timelines.
  7. If the votes set aside would affect the outcome of the election, the Executive Board shall decide:
    - A. To count the votes which have been set aside
    - B. Not to count the votes which have been set aside, or
    - C. If the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

8. The ballots and voter sign-up sheets shall be retained for one year after the election.

#### **Observers**

1. Each candidate shall be allowed to have a unit member as an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

#### **Challenge Procedure.**

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

2. Any member observing a violation of election procedures shall notify the chapter President and the chair of the Elections Committee, in writing, within ten calendar days of the announcement of results. The notification must:
  - A. Specify which requirement has been violated,
  - B. Include supporting evidence,
  - C. List names of parties who can provide evidence.
3. The Elections Committee shall respond within ten calendar days after receipt of the challenge in an effort to resolve the issue. The Committee shall determine whether:
  - A. The challenge alleges a violation of a chapter election requirement;
  - B. The challenge is supported by appropriate documentation;
  - C. The alleged violation may have affected the outcome of the election;
  - D. More information is needed; in which case, the information will be obtained via the most feasible method.
4. The Elections Committee shall report to the Executive Board on its findings and recommendations within twenty school days.
5. The Executive Board shall make a decision on the resolution of the challenge at the next scheduled monthly Executive Board meeting.
6. The challenging party and all candidates in that race shall be notified of the decision of the Executive Board within 10 calendar days of the meeting.
7. If the challenging party is not satisfied with the decision or the Executive Board fails to act, s/he may appeal the decision in writing to the CTA President within fifteen calendar days of the scheduled Executive Board meeting.
8. The challenge procedure for election of State Council Representatives and Alternates, and State and Local Delegates to the NEA Representative Assembly shall be followed as outlined in the CTA elections Manual.

### **Initiative Procedures**

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.

7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter president shall have three (3) school days in which to verify the membership of the additional signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### **Referendum Procedures**

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### **Recall Procedures**

1. The active membership shall have the authority to recall from office any person or persons elected to hold an office by the chapter's active members through Initiative Petition (see procedures above).
2. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
4. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### **Appendix A — Voting at school site or specified voting site, using envelopes**

When voting is conducted at school sites or specified voting sites using envelopes, the procedure shall be as follows:

1. A list of current active members shall be prepared, which includes the following: name, school, and home address.
2. A determination shall be made before the election whether the ballots shall be sent to the school or to the home of the member.
3. The voter shall be provided with:

- A. A ballot
  - B. Inner envelope
  - C. Outer return envelope, addressed to the chapter, and
  - D. Instructions on returning of the voted ballot, including the signature.
4. At the time of counting, 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.
  5. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
  6. All inner envelopes shall be placed in a separate receptacle.
  7. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

**Appendix B — Voting By Mail Procedure**

When the voting is conducted by mail, the procedure shall be as follows:

1. The mailing list shall exactly correspond to the current official roll of active voting members who are off-track or on a dues paying leave not currently teaching at schools.
2. Each voter shall be provided with:
  - A. A ballot
  - B. Inner envelope
  - C. Outer return envelope, addressed to the chapter, and
  - D. Instructions on returning of the voted ballot, including the signature.
3. The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
4. At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are off-track.
5. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
6. All inner envelopes shall be placed in a separate receptacle.
7. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

**Association Duties and Responsibilities**

**Site Representative Duties and Responsibilities**

1. Attend all Rep. Council meetings while on track.
2. Hold monthly site meetings.
3. Conduct all ACE/CTA/NEA elections at the site, properly and in a timely manner.
4. Represent unit members in meetings with Administration
5. Maintain an ACE Bulletin Board at the site.

6. Distribute communications from the ACE Office in a timely manner and post on the ACE bulletin board.
7. Provide communication from the site to the Association.
8. Attend at least one Rep. training a year OR serve on an Association Standing committee OR serve as an ACE Rep. on a District committee.
9. Reps who fulfill all their duties and responsibilities, with ninety percent (90%) attendance at Rep. Council meetings throughout the school year will receive a stipend equal to current local chapter dues. This stipend will be given out at the last Rep. Council meeting of the school year.

**Duties of Delegates to the NEA Representative Assembly**

1. Each delegate will be expected to arrive in the host city in time to ensure registering as an official delegate to the Representative Assembly (RA) with the local, the California delegation and the NEA.
2. Each delegate will be expected to attend all caucuses of the California delegation. Normally the caucus begins at 7:00 a.m. daily. Delegates must be registered with the California delegation in order to participate.
3. Each delegate is expected to remain through the entire RA and attend all business meetings.
4. Each delegate is strongly encouraged to attend NEA budget, resolution, and by-law hearings.
5. Each delegate should take into consideration ACE policy and recommendations when voting.
6. Each delegate is encouraged to participate fully in all activities of the California delegation.
7. Each delegate will be expected to sit with the San Geronio Service Center Council delegation on the RA floor or to inform the appropriate person where he/she will be seated.
8. Each delegate will be advanced sixty percent (60%) of the RA allowance after they are elected for the purpose of purchasing transportation to the host city and to reserve hotel accommodations.
9. All expenses must be in accordance with ACE Standing Rules and Policies.
10. The RA allowance will be reduced proportionate to the amount of time and/or the number of required meetings missed. At each session or caucus each delegate will be required to check in with the designated ACE representative.
11. Each delegate must sign a copy of this Standing Rule and agree to abide to its terms prior to funding and/or reimbursement by ACE.

**NEA/RA Election Guidelines**

1. An election by secret ballot may be waived by the executive board and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.
2. Successor delegates (alternates) are ranked in order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA. No write-in candidate shall be declared a winner unless the write-in candidate receives at least

10% of the legal ballots cast or more votes than one or more of the declared candidates.

### **Association Identification**

#### **Incorporation**

1. The Association shall be recorded as having been incorporated in March 1981.

#### **Location**

1. Headquarters shall be located as determined by the Board of Directors.

#### **Office Hours**

1. The Association office hours shall be determined by the Executive Board.

#### **Presiding Officer Hours**

1. The Association's presiding officer shall be responsible for a reasonable number of regular office hours during the school year.
2. Stipend shall be paid for days worked beyond the number of workdays specified in the Collective Bargaining Agreement, with approval of the Executive Board, at the rate \$400.00 per day, not to exceed \$6,000.00 per year.

### **Association Staff**

#### **Association Employees/Staff**

1. Job Description of Association Administrative Assistant: The following duties are performed by the Association Administrative Assistant:
2. Secretarial:
  - A. Processing of correspondence and mail
  - B. Preparing, typing and duplicating materials for the Association
  - C. Preparing and supplying agendas for meetings
3. Financial:
  - A. Collecting and depositing of Association funds in appropriate accounts
  - B. Keeping current, accurate ledgers of Association deposits and expenditures
  - C. Paying association bills when due
  - D. Reconciling of monthly bank statements
  - E. Preparing monthly and yearly reports
  - F. Preparing books for yearly audit by accountant.
4. General:
  - A. Keeping current membership roll
  - B. Purchasing needed office supplies
  - C. Answering inquiries by phone and in person
  - D. Preparing for association meetings
  - E. Keeping office files up to date.
5. Other:
  - A. Maintain conference information (registration, hotel, transportation) for members
  - B. Working knowledge of contract
  - C. Assist members in filing grievance and adhering to timelines
  - D. Assist members with work related problems. Referrals, group legal service forms and appointments

- E. Write articles for in house publications
- F. Write correspondence to members and affiliates
- G. Attend workshops, meetings and conferences as needed
- H. Attend city chamber functions as needed
- I. Maintain records for rep.council/board of director stipend
- J. Serve as property manager for facilities

**Evaluation of Association Administrative Assistant**

- 1. The Administrative Assistant will be evaluated annually by the Association of Colton Educator's President. The evaluation shall be presented to the Administrative Assistant in writing. The Administrative Assistant shall have the right to appeal the evaluation to the Executive Board of Directors.

**Communications, Reports, Publications**

- 1. A newsletter shall be published at least 10 times each year.
- 2. State Council Representative(s) are responsible for a meeting-by-meeting report to ACE members.
- 3. Negotiating team update shall be distributed to all members after each session.

**Membership**

- 1. All duties and rules pertaining to membership shall be found in the ACE Bylaws.

**Special Committees**

- 1. All duties and rules of special committees shall be as set forth in the ACE Bylaws.

**Committees**

**Committee Duties and Responsibilities**

- 1. Committees shall select a person to report out to Rep. Council and Executive Board meeting as requested.
- 2. Calendar all meetings in a timely manner.
- 3. Keep minutes of all meetings and attendance roster of all meetings.
- 4. Committee appointments will be for a minimum of one year. Length is to be determined by the Executive Board.

**Political Action Committee (ACEPAC)**

- 1. The ACEPAC is established for the following purposes:
  - A. To inform members of voting records positions of Board members and candidates that may affect the member's classroom, working conditions, rights and benefits.
  - B. To serve as a voluntary structure through which ACEPAC members may give direct and indirect financial contributions to support or oppose such
    - 1. Local candidates for Board Office
    - 2. Local issues
 As are deemed worthy of support (or opposition) from the standpoint of educational issues and without regard to partisan consideration.
  - C. It is the intent of ACEPAC to work in a cooperative manner, rather than in isolation from other district employee groups, to support our schools in an effective way.

## 2. Executive Committee

- A. The ACEPAC Executive Committee shall consist of at least five (5) members as representative of the Association membership as possible. Each member shall be nominated by the President and approved by the Association's Executive Board for a two (2) year term. The Executive Committee shall select the Chairperson of the ACEPAC. The chairperson of ACEPAC shall select the Treasurer of the ACEPAC. No officer or member of the ACEPAC committee shall be deemed to be an officer of ACE by virtue of holding an office in or being a member of ACEPAC.
- B. The ACEPAC Executive Committee shall make expenditures and hold funds in the Committee's name in a bank account, savings and loan account, short term certificate or savings account, provided that such funds shall be held entirely separate and apart from the funds of ACE.
- C. The ACEPAC shall report four (4) times a year to the ACE Executive Board and the Rep. Council, showing in each report the receipt and expenditures of funds, the place and amount of deposits, and any outstanding liabilities of the ACEPAC in excess of \$100.00. Any such report shall also be made available to any member of ACE who contributes to said funds, upon his/her request.
- D. The ACEPAC shall file reports with any governmental agency in connection with the performance of any of its duties in the name of the committee or the committee members.
- E. The ACEPAC shall comply at all times with the Bylaws of ACE.
- F. ACE may cease to transfer funds to the ACEPAC Issues fund or the ACEPAC Candidates fund if any initiative that restricts use of PAC funds is enacted into law. The decision to cease transfer of funds shall be by the majority of the ACEPAC.

## 3. Funding

- A. Each unit member will be assessed a yearly contribution of ten (\$10) dollars.
- B. The contributions will be allocated into two (2) different funds; an Issues fund and a Candidate fund, at the discretion of the ACEPAC Executive Committee.
- C. Any member who elects, on or before thirty (30) days after the commencement of his/her school year, that no part of his/her membership dues shall be allocated to such funds, shall notify the Association in writing of his/her election and no part of such member's dues shall be allocated to the ACEPAC.
- D. Any member who elects not to have dues paid to the ACEPAC shall have the same portion (\$10.00) allocated to the general fund or to a scholarship fund designated for any unit member's graduating high school senior and administered by the ACEPAC Executive Committee. The scholarship will be awarded when the fund reaches \$1000.00 dollars.

## 4. Expenditures

- A. No amount of funding or support in kind can be given to support any school board candidate unless they are supported or endorsed by the Association of Colton Educators. No amount of funding or support in kind can be given to

support or oppose a local education issue or ballot measure unless this is consistent with the position (support or oppose) of the Association of Colton Educators.

#### 5. Endorsement Procedures

- A. The ACEPAC may endorse a school board candidate after a thorough and fair process in which all candidates are given equal access to the committee, and a good faith effort has been made to determine their positions on important issues facing education.
- B. The ACEPAC may endorse a ballot measure after a thorough and fair process in which spokespersons for both sides of an issue or ballot measure are given equal access to the committee, and a good faith effort has been made to determine the facts and relevance to education.
- C. Recommendations for endorsements are made by the ACEPAC, adopted by the ACE Executive Board and ratified by the ACE Rep. Council.
- D. For school board elections, and other elections that have a direct impact on other employee groups, ACEPAC will make every effort to establish ways of coordinating the endorsement process with other associations such as CSEA and MAC to reach consensus on endorsements.

#### 6. Membership and Meetings

- A. Any ACE member may request to be on the ACEPAC and may serve with the consent of the ACE Executive Board.
- B. The Chairperson will call meetings when there is business to conduct. All members of the committee will be notified in advance of the meetings. A quorum consisting of a majority of committee members is necessary to conduct business.

#### **Ex-Officio Membership on Committees.**

- 1. The President and the Vice-President shall be ex-officio non-voting members of all committees.

#### **Committee Qualifications**

- 1. All committee members must be active Association members.

#### **Employment Of Staff**

- 1. General Policies: The Representative Council shall have the authority to adopt general policies for staff employment and to make general allocations in the Annual Budget for the expenses in connection therewith.
- 2. Employment Authority: Within the established policies and budget limitations, the Executive Board shall be the employment authority for all paid staff and for setting forth in contract and/or job description form the terms and conditions of employment. The President with approval of the Executive Board shall annually evaluate the above-mentioned staff.
- 3. Non-Discrimination Clause: Paid staff shall be entitled to the same general rights of due process as the Association seeks to ensure for its own membership. The same non-discrimination policy shall apply to paid staff as is contained elsewhere within the Bylaws for membership rights.

#### **Finances**

1. Dues, Fees and Contributions.
  - A. Annual membership dues may be paid in cash, by payroll deduction, or by special arrangement. The amount shall be as prescribed in Article II, 2.9 and 2.10 each year following the adoption of the Annual Budget. Retirees may consider themselves lifetime, non-voting, non-dues paying members of ACE.
  - B. Special assessment fees beyond normal annual dues may be levied against Active Members only by a two-thirds (2/3) vote of the Representative Council following ten (10) school days notice to the Active Membership.
  - C. Contributions may be accepted for the general budget by action of the Executive Board. Donations of materials or property may also be accepted by similar action. Where conditions as to use are attached to a contribution or donation, the Representative Council shall set policies within which such contributions or donations may be accepted.
2. Fiscal Year: The Fiscal Year shall be defined as the period of time between September 1st and the following August 31st, inclusive.
3. Adoption and Annual Budget: The preliminary Annual Budget shall be submitted to the Representative Council by action of the Executive Board and shall include the recommended dues level needed to fund the budget. A copy of the proposed budget shall be posted in each local faculty unit at that time and remain posted until the Annual Meeting. Final refinement and adoption shall be the responsibility of the Representative Council. Changes in and among categories not to exceed five (5) percent of the total for the given category may thereafter be made during the fiscal year by action of the Executive Board. Changes in excess of this percentage shall be made only with the approval of the Representative Council.
4. Expenditure of and Accounting for Funds: The Executive Board shall be responsible to the Representative Council for setting up adequate procedures for control of the expenditures of funds. The Board shall arrange for an annual audit of expenditure and budget by an independent agency with a written report by such agency also furnished to the Representative Council and posted on each campus bulletin board.
5. Restriction Upon Indebtedness: The Executive Board shall not incur indebtedness where the payments for same exceed the amount provided in the budget for that purpose without prior approval of the Representative Council.
6. Authorized Signatures: The President, Vice President, Secretary and/or Treasurer shall be the authorized signers of Association checks.

#### **Budget and Disbursement of Funds**

1. The Treasurer or designee shall give a report of the disbursement of funds at regular Board of Directors and Representative Council meetings.
2. Expenses outside the approved budget shall be approved by the Executive Board.

#### **Records And Publications, Notices And Correspondence**

1. Availability of Records: The Executive Board shall insure that the membership has adequate access to the non-privileged business records of the Association.
2. Publications: Provisions for publications, official policy statements, and other similar items shall be contained within the Standing Rules.
3. Notice to the Membership: The giving of Notice to the membership, as used or

required in these Bylaws, shall be defined as making available to such membership information to which they are entitled concerning the conduct of Association affairs in such manner as to permit participation of the membership in the organizational decision-making process. The minimum requirements for the giving of Notice, wherever such is required by the Governance Documents, may be the posting in a conspicuous place in each of the following locations of the item or document necessary for such notice:

- A. The organizational headquarters.
  - B. A bulletin board maintained within each Local Faculty Unit.
4. Receipt of Petitions and Correspondence: Petitions, correspondence and other communications addressed to the Association or to its Executive Board or Representative Council shall be considered properly received when delivered either to the President and/or the employed staff secretary. In the event of the unavailability or incapacity of the President, the Vice-President may act to receive such items.

### **Travel and Other Expenses**

1. The rules governing the control and payment of necessary expenses of Association officers, directors, employees, and of such other persons as may be duly authorized to represent the Association from time to time shall be adopted.
  - A. The President of the Association shall be allowed the use of the Association credit card during his/her term of office to meet incidental expenses.
2. Authorization of Delegates: No person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless such representatives have been duly and legally elected as a delegate or representative by the active membership. The Executive Board of Directors shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association.

### **3. Expense Reimbursement Policy**

1. Registration- The Association will register and pay for conference registration costs – including meals provided by conference.
2. Transportation
  - a. Plane – actual most economical coach fare.
  - b. Train/Bus – actual fare.
  - c. Auto – Forty (40) cents per mile round trip by shortest highway route. Mileage reimbursement cannot exceed the cost of plane fare.
  - d. Airport Shuttle – Will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
  - e. Parking – Actual, most economical cost of airport parking and hotel parking (valet parking will not be paid unless it is the only available parking).
  - f. Car Rental – ACE will not reimburse for car rental without prior approval from the Board of Directors.
3. Lodging – Half the cost of a double-occupancy room. Those wishing a single room must pay the difference. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable. Personal charges such as laundry, valet, telephone calls, snacks and entertainment are not reimbursable.
4. Meals – Actual amounts paid including tax and tip, not to exceed \$63.00 for any one day and not more than \$35.00 per meal. Meals, which are provided by the conference, will not be reimbursed.

## **Conference Attendance**

Priority will be given to the following requests:

1. First time attendees
2. Committee Chair
3. Committee Members
4. Site Reps
5. Executive Board
6. General Membership

Requirements for attendance:

- Submit a conference attendance form by the deadline announced
- Provide a written summary or verbal report for the next rep council
- Use the information from the conference by participating in a committee or conducting a mini-training at your site.

Members will be limited to 2 conferences per fiscal year.

Specific conferences have limited attendance due to election requirements i.e. NEA/RA.

Specific conferences have targeted attendees i.e. President's conference, Fall Leadership and Summer Institute.

## **Grievances**

### **Grievance Procedures**

1. A unit member desiring to file a grievance should initially review the procedures outlined in the Collective Bargaining Agreement to insure that the timelines specified therein are being followed. He/she should immediately contact the site grievance representative. Upon request, the Association shall provide continual assistance to unit members throughout the pre-arbitration levels of the grievance procedure.
2. The site representative may recommend the grievant meet with a member of the grievance committee or with the entire committee if deemed appropriate for further action.
3. If the grievance is not settled prior to the arbitration step, the grievant may request in writing that the Association take the grievance to arbitration.
4. The grievance committee may be asked by the Executive Board to make a recommendation on whether or not to have the grievance proceed to arbitration.

### **Arbitration**

1. All decisions to take grievances recommended for arbitrations reside with the Executive Board. If the Board votes against taking the case to arbitration; the unit member (grievant) may submit a written request for an appeal. The appeal process will include the unit member or designee presenting the grievance to the Representative Council, in closed session. The rationale for the Executive Board's decision will also be presented. A majority vote of the Representative Council will determine if the grievance is moved, on appeal, to arbitration.