

College of the Sequoias
Teachers Association

STANDING RULES

Rev. 9/20/2023

CTA – NEA

Preamble:

These Standing Rules are principles and guidelines adopted by the College of the Sequoias Faculty Association Executive Board to reach our long-term goals. These standing rules also are meant to provide a clear understanding and guidance to answer questions not fully articulated in the bylaws. These standing rules and procedures are the specific methods we employ to express action in our day-to-day operations. Together with the by-laws, the standing rules ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

Standing Rules can be changed by a two-thirds majority vote of the Executive Board and may not be set aside by any individual officer or member of the Association.

Standing Rule I – Chapter Dues Calculation

Annual chapter dues shall be based on \$250 per member per year.

Standing Rule II – Procedures for Political Action Funding

Annual Political Action Funding will be \$50.

Standing Rule III – Travel Reimbursements

1. All requests for reimbursement must be submitted on the Travel Reimbursement Form with the required original receipts for hotel, meals, and other costs. If required information is missing, the expense statement will be returned to the originator.
2. Transportation by personal automobile will be reimbursed for round trip by nearest traveled highway at the current IRS rate per mile. Mileage reimbursement cannot exceed the cost of coach plane fare. Travel by airplane, bus or train will be reimbursed at the most economical fare available.
3. Airport shuttle costs and parking fees will be allowed when necessary at actual costs. Taxi fare shall be reimbursed only when no other transportation is available. A maximum of six dollars (\$6.00) for portage is reimbursable for any one meeting.
4. No charges for hotel accommodations shall be allowed for travel within a radius of 25 miles of the Association office.
5. Meals will be reimbursed at the actual amount paid, including tax and tips up to 20%, subject to the following guidelines:
 - a. The actual daily allocation for meals shall be eighty-five dollars. (85.00)
 - b. No reimbursement shall be provided for meals that are included as part of the conference/workshop/meeting package.
 - c. Extra meal expenditure due to elective travel by automobile are not reimbursable.
6. Expenses not reimbursed include:
 - a. Parties and gifts,
 - b. Traffic fines,
 - c. First class airfare,
 - d. Additional luggage, briefcase, etc,
 - e. In-flight movies and refreshments,
 - f. Airline club dues,
 - g. Hotel room movies and snacks,
 - h. Reimbursement for business miles in excess of the cost of airfare to the same destination,

- i. Alcohol, unless reasonable in cost and consumed during business entertainment activities,
 - j. laundry,
 - k. personal telephone calls,
 - l. Tips in excess of 20% and added to pre-applied gratuity
7. Individuals representing College of the Sequoias Teachers Association shall be required to complete the Conference/Workshop Reporting Form as an acknowledgement of their responsibilities and duties. The Reporting Form shall be submitted with their request for Reimbursement Form. All claims must be filed within:
- a. Thirty (30) days of the end of the month in which they occurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder
 - b. An additional thirty-day period for extenuating circumstances shall require approval by the Executive Board, set forth in a letter of explanation and filed with the claim.
 - c. Claims more than sixty (60) days after the end of the month in which they were incurred may be canceled if no report has been submitted.
8. Any exceptions or variations from the above rules governing travel and other expenses shall be allowed only by the authorization of the Executive Board. In the event an advance was made to a unit member attending a conference/workshop, and no receipts are submitted within the timeline allowed, the unit member will be required to reimburse the Association for the amount advanced. Such reimbursement shall be made within sixty (60) calendar days. If said reimbursement is not made, the unit member will receive a 1099 Form Misc. Income for the advance amount.

Standing Rule IV – Executive Board

- 1. Officers and Duties
 - a. President
 - i. Attend union events
 - ii. Attend state and local training and conferences, at least 1 per year
 - iii. Attend Board of Trustees meeting and give report
 - iv. Attend or appoint delegate to District Governance Senate meetings
 - v. Attend or appoint delegate to COSTA-Senate Liaison Committee
 - vi. Meet with the President of the College with the vice-president
 - vii. Coordinate the solicitation of grants and conference scholarships
 - viii. Will be a 1-year term for the 2018-2019 year only.
 - b. Vice-President
 - i. Attend union events
 - ii. Attend state and local training and conferences, at least 1 per year
 - iii. Attend Board of Trustees meeting and give report
 - iv. Attend or appoint delegate to District Governance Senate meetings
 - v. Attend or appoint delegate to COSTA-Senate Liaison Committee
 - vi. Meet with the President of the College with the president
 - vii. Coordinate the solicitation of grants and conference scholarships
 - c. Secretary
 - i. Attend union events
 - ii. Attend Executive Board meetings and report to the Executive Board
 - iii. Attend and report to the Representative Council
 - iv. Attend state and local trainings and conferences

- v. Oversee web and social media committee
 - vi. Manage Facebook account
 - vii. Will be a 1-year term for the 2018-2019 year only.
- d. Treasurer
- i. Attend union events
 - ii. Attend Executive Board meetings and report to the Executive Board
 - iii. Attend and report to the Representative Council
 - iv. Attend state and local trainings and conferences
- e. At Large Representatives
- i. Attend union events
 - ii. Attend Executive Board meetings and report to the Executive Board
 - iii. Attend and report to the Representative Council
 - iv. Attend state and local trainings and conferences
 - v. Relay information about problems and needs at COS to the Executive Board
2. Expenses of Principal Officers
- a. Within the parameters of the adopted budget, the Executive Board may provide a stipend/expense allowance for Executive Board members, committee chairs, and others who, because of their Association duties, incur numerous daily expenses for travel, meals, telephone, supplies, etc.
 - b. Credit cards represent an extension of credit to the Association and may only be used with the approval of the President and Treasurer. Association Business Credit Cards issued are not to be used for personal expenses. The card may not be used to obtain cash advances. Charges incurred on the Association Business Credit Cards should only be made by the person whose name is on the card. The charging of personal transactions is not allowed. Infractions of the condition of this policy could result in cancellation of the card and withdrawal of credit card privileges. Breaching of this policy may lead to action against the cardholder concerned. In all cases of misuse, the Association reserves the right to recover any monies from the cardholder. The Association may recover from reimbursable expenses, any amount claimed.
 - c. Credit card expenditures must be reconciled and submitted within 30 days of the close of the month charge was incurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder. At the end of 30 days the card may be cancelled if no report has been submitted. At the end of 60 days, the amount charged, plus finance charges/fees, will be added to the compensation (with appropriate taxes withheld).
 - d. Cardholders are expected to exercise prudent business judgement regarding expenses covered by this policy. The business activity or connection must be necessary in the performance of the cardholder's duties and responsibilities, and there must be a clear business purpose for the expense.
 - e. Lost or stolen cards must be reported immediately to the President or Treasurer. The support staff will then be directed to cancel the card.
 - f. Prior to departure of or termination of duties, the cardholder must ensure his/her account is settled. If not settled in 30 days of the end of the month in which the costs were incurred, shall be reported to the IRS on form 1099 and will be taxable income. The card must be surrendered upon request by the President or Treasurer.

- g. Any approved expense allowance shall be reviewed annually by the Executive Board.
- 3. Stipends/Release Time
 - a. Rates must be included in the annual budget and approved by the Representative Council.
 - b. Stipends/reimbursements time amounts:
 - i. Assignment and distribution of this reassigned time shall be determined by the Executive Board. Notification of the reassigned time shall be made to the Vice President of Academic Services on or before June 30th for the Fall Semester and December 1st for the Spring Semester. Documentation of time that was spent on meetings, research, and other appropriate uses of the reassigned time will be kept and supplied to the District if requested.
 - ii. The yearly stipend shall be reported to the IRS on form 1099 and will be taxable income for each officer receiving it.
 - iii. Monthly obligations must be completed in order to receive stipend for that month.

Standing Rule V – Office Expenditures

- 1. Within the parameters of the adopted budget, the Executive Board may authorize expenditures and other Association expenses.
- 2. The Association President may authorize expenditures from budgeted categories as necessary to supply and maintain the office. Such expenditures shall be reported at each Executive Board meeting.
- 3. Duly authorized officers shall not sign any check unless procedures under these Standing Rules have been followed

Standing Rule VI – Representative Council

- 1. Faculty Representatives
 - a. Representatives shall be chosen to represent faculty units by department.
 - b. Non-tenured faculty shall choose two representatives.
 - c. Each faculty unit shall be represented on the Representative Council according to the following formula:
 - i. 1-15 members = one voting representative
 - ii. 16-25 members = two voting members
 - iii. 26-35 members = three voting members
 - iv. Etc.
 - d. Additionally, each worksite is entitled to one representative, as stated in the bylaws.
 - e. For the election of Representatives, the candidate(s) gaining the most votes will be the Representative(s), and the candidate(s) gaining the next highest number of votes will be the elected alternate Representative(s).
 - f. There may be one elected alternate per faculty unit.
- 2. Representative Council Meetings
 - a. The days and times of the meetings can be changed by the Executive Board
 - b. All Representative Council meetings are open to all full time faculty, but only elected Representatives or alternates can vote or make motions.
 - c. Any faculty member can speak at the Representative Council Meetings.

- d. It is each Representative's responsibility to sign-in before each meeting for the purpose of attendance.
- e. Meetings will begin on time and run no more than ninety (90) minutes. The meeting can only be extended once for a maximum of thirty (30) minutes, which must be approved by a two-thirds ($\frac{2}{3}$) vote of those attending the meeting.
- f. If an elected representative cannot attend the meeting and elected alternate is not available, then an unelected alternate may attend if the president is notified 48 hours prior to the meeting. The By-laws' one-person, one-vote rule applies (A representative may not carry more than one vote).
- g. All representatives shall have the opportunity to speak to an item before allowing a rep to speak a second time. A representative shall only speak twice on an item.
- h. A quorum for Executive Board and Representative Council shall be a majority of the elected representatives and properly seated alternates to Representative Council.
- i. The president can ask for a vote by voice, show of hands, or rising; by ballot; by roll call, or "yeas and nays," as it is also called.
- j. If immediately after a vote is taken, a request is made for a roll call vote on that question, the President shall ask how many members support that request. If supported by one-third ($\frac{1}{3}$) of the Representative Council, a roll call vote shall immediately be taken, and the count from such recorded roll call vote shall be the official count of the vote on that question.
- k. The Representative Council shall establish bargaining priorities of the association

Standing Rule VII – Recall Procedures

The Active membership shall have the authority to recall from office any person(s) having been elected thereto by the Active members. Such action shall follow the Recall Procedure listed in the current CTA Requirements for Chapter Election Procedures handbook.

Standing Rule VIII – Referendum Procedures

Any action or proposed action of the Representative Council or the Executive Board may be referred to a vote of the membership by following the Referendum Procedures listed in the current CTA Requirements for Chapter Election Procedures handbook.

Standing Rule IX – Agreements

1. Tentative Agreements
 - a. Ratification of the proposed contract agreement shall follow at least one general meeting of the membership.
 - b. The Proposed contract agreement and notification of the general meeting shall be made available to the membership ten (10) working days preceding the meeting, if possible, but shall be no less than five (5) working days prior to the scheduled meeting.
2. Side Agreements
 - a. Side agreements and memoranda of understanding may be proposed during the life of a contract by any member of the Bargaining Unit.
 - b. No issue will be submitted to the bargaining process during the life of a contract without a majority vote of the Representative Council to do so.

- c. The Representative Council will consider negotiating a side agreement or memorandum of understanding modifying the current Agreement if and only if the proposed contract modification is a result of *all* of the following conditions:
 - i. The issue to be negotiated has arisen from conditions that could not have been known during the period of negotiations for the current contract,
 - ii. The issue to be negotiated is of a nature that it would be unreasonable to delay changes in the contract until the next contract negotiation.
- d. Ratification of the proposed side agreement/memoranda of understanding shall follow at least one regular meeting of the Representative Council. The proposed contract agreement and notification of the meeting shall be made available to the membership ten (10) working days preceding the meeting, if possible, but shall be no less than three (3) working days prior to the scheduled meeting.

Standing Rule X – Initiative Procedures

The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process. Such action will follow the Initiative Procedures listed in the current CTA Requirements for Chapter Election Procedures handbook.

Standing Rule XI – Summer Association

- 1. The President shall be responsible for ensuring that the business of the Association will continue through the summer months.
- 2. The Executive Board shall take the place of the Representative Council during this time.

Standing Rule XII – Committees and Chairs

- 1. Grievance Chair
 - a. Attend Executive Board meetings and report to the Executive Board
 - b. Report to the Representative Council
 - c. Assist members in resolving alleged violations, misapplications, or mis-interpretations of the provisions of the contract by advising members
 - d. Secure and maintain grievance records and forms and adhere to timelines while processing grievances
 - e. Act on all grievances submitted to COSTA
 - f. Attend state and local trainings and conferences
 - g. Convene and chair the Grievance Advisory Committee as needed
- 2. Negotiations Chair
 - a. Coordinate negotiations with the district within the parameters set by the Executive Board
 - b. Attend bargaining training
 - c. Attend state and local trainings and conferences
 - d. Report regularly to the Executive Board, Representative Council
 - e. Signs all agreements with the District. The President may also sign any and all agreements with the district particularly when chief negotiator is unable to sign.
- 3. Benefits Chair
 - a. Attend Executive Board meetings and report to the Executive Board
 - b. Report to the Representative Council
 - c. Attend state and local trainings and conferences
 - d. Convene and chair the Benefits Advisory Committee as needed
 - e. Help select appropriate health care plans each Spring

- f. Work as a liaison between health care providers, administration, and faculty to disseminate health care benefit information
 - g. Serve as Costa representative on District health care task forces as needed
4. Membership Chair
- a. Attend Executive Board meetings and report to the Executive Board
 - b. Report to the Representative Council
 - c. Attend state and local trainings and conferences
 - d. Convene and chair a Membership Committee for planning events throughout the academic year
 - e. Coordinate Executive Board approval for member events and special meetings
 - f. Submit for grants or CTA reimbursement any events that qualify
5. Political Action Committee Chair
- a. Attend Executive Board meetings and report to the Executive Board.
 - b. Report to the Representative Council.
 - c. Attend state and local trainings and conferences pertaining to PAC activities.
 - d. Act as PAC Treasurer in the absence of a special appointment. In order to participate in local school board elections and/or bond elections, any funds donated for such purposes must be collected separately from Association dues and held in a separate account.
 - e. Convene and chair the COSTA PAC. The Fair Political Practices Commission has strict guidelines regarding campaign donations. Correct procedures for forming and operating political committees can be found in the CTA Guide to Local Political Action Committees, available through CTA Governmental Relations Division, Sacramento. Telephone: 920/442-5895. COSTA PAC Standing Rules are appended to this document.
 - f. Coordinate approval for PAC activities.
 - g. Submit for matching funds from CCA/CTA as needed.
6. Web and Social Media Committee
- a. Responsible for keeping website up to date
 - b. Responsible for regular posts to social media
 - c. Responsible for promoting social events, highlighting members, developing human interest stories and posts, showcasing important issues
7. Committee for the Consideration of Credit
- a. Approves units taken by faculty for salary credit, where necessary, and work experience
 - b. Composed of two faculty appointed annually by the President, with the approval of the Executive Board
 - c. Meets with two representatives from management as necessary

Standing Rule XIII – Grievances

1. A unit member desiring to file a grievance should initially review the procedures outlined in the COSTA Master Agreement, Section 17, to ensure that the timelines specified therein are being followed. He/she should immediately contact the Grievance Chair or any Association representative. Upon request, the Association shall provide assistance to unit members throughout the pre-arbitration levels of the grievance procedure.
2. The Grievance Chair may recommend the Grievant meet with a member of the Grievance Committee or with the entire committee if deemed appropriate for further guidance.
3. If the grievance is not settled prior to the arbitration step, the Grievant may request in writing that the Association takes the grievance to arbitration or the Grievance Committee may make the determination to proceed to arbitration.
4. The Grievance Committee will determine in writing if the grievance will proceed to arbitration. The committee will notify the Association President and Grievant of said decision.

5. All decisions to recommend to take grievances to arbitration reside with the Grievance Committee. If a case is presented to the Committee and the Committee votes against taking the case to arbitration, the Grievant may submit a written request to the Association Executive Board for an appeal.
6. The appeal process will include the Grievant or a designee presenting the grievance to the Executive Board in Executive Session. The rationale for the Grievance Committee's decision will also be presented. A majority vote of the Executive Board will determine if the grievance will be moved to arbitration. The Grievant will be notified in writing of the determination and rationale of the Executive Board.

COSTA Political Action Committee Standing Rules
College of the Sequoias Teachers Association

1. These Standing Rules will be subject to ratification by the COSTA Rep Council. No rule here supersedes any COSTA bylaw.
2. Office of the PAC Chair: The President of COSTA shall appoint a COSTA PAC Chairperson/Treasurer (henceforth referred to in these standing rules as the PAC Chair) who shall maintain and update the necessary records of the PAC. The appointment shall last for one year and be renewable. Each outgoing PAC Chair will hand over the records to the incoming chair and follow the CTA suggestions as closely as possible for transferring accounts and completing transition paperwork in a timely manner so as not to incur penalties. The COSTA PAC Chair can be recalled by a majority vote of the Exec Board at any time if duties are not being met.
3. The incoming COSTA PAC chair may seek training from CTA in how to run the PAC, including seeking assistance from our regional union liaison.
4. Mission of the PAC: The mission of the COSTA PAC is to act with the approval of the Rep Council to aid in the election of candidates primarily for COS Board elections.
5. Scope: Besides COS Board elections, at times and under exceptional circumstances, the Rep Council may decide to endorse candidates/ballot measures for office that would directly impact the District's service area, or assist another CTA unit in an election—this is also permitted, but in general monetary resources will be focused on COS Board elections, since those most directly affect COSTA members.
6. The duties of the COSTA PAC Chair will include the state-required recordkeeping, keeping COSTA leadership up to date via monthly reports on PAC accounts, and encouraging COSTA members to contribute to the PAC. The PAC Chair should endeavor to inform members on the general cost of elections (information available from CTA) and the wisdom of conserving funds for elections that directly affect membership. For example, as of Fall 2022, supporting a candidate for the COS Board in a meaningful way could cost \$15K-\$20K.
7. The COSTA PAC Chair should keep COSTA leadership abreast of COS Board elections and declared candidates for those seats (info via the Tulare County Board of Elections).
8. Process for campaign endorsements/contributions: A candidate for office may request an endorsement or contribution from COSTA, or COSTA may identify a candidate or ballot measure who/that aligns with its mission or the mission of CTA. In either case, the PAC Chair or the COSTA President will make a good

faith effort to contact and invite all viable candidates for the office/representatives for the ballot measure to speak to the Rep Council. If the candidate(s)/representatives are not available to meet with the Rep Council in person or on Zoom, they may choose to identify a proxy to speak on their behalf, or the COSTA PAC chair may interview them outside of the Rep Council meeting.

9. The Rep Council/COSTA PAC chair will make a good faith effort to determine via identical questioning (suggested questions attached in Appendix A) whether the candidates' positions/ballot measures align with the mission and values of COSTA and/or CTA.
10. The Rep Council will vote to affirm or reject the endorsement and/or contribution. To be officially endorsed by COSTA or receive a monetary or other form of contribution (such as a cadre of COSTA volunteers for canvassing), a candidate or ballot measure must receive a 2/3 vote. Endorsements and contributions will be two separate votes.
11. If the Rep Council votes in the majority to endorse or contribute to a candidate or ballot measure, the COSTA PAC Chair will let the candidate know about the endorsement and/or make the agreed-upon monetary contributions or help organize the team of volunteers, and maintain the required paperwork.
12. The PAC Chair may recommend that no candidate be supported or that one or many candidates warrant the support of COSTA. The Chair may also recommend a neutral or undeclared position in a given race. Under no circumstances shall COSTA endorse more candidates than there are available seats.
13. No funds will be allocated out of the COSTA PAC fund for any candidate or ballot measure who/that does not receive official COSTA recommendation.
14. No officer of the Association will use their office to support any candidate or ballot measure not officially recommended by the Association. (COSTA members may of course help with any election, but may not declare or imply that in doing so they are acting on behalf of COSTA.)
15. Support of the PAC: COSTA members may sign up to voluntarily contribute to the PAC via a monthly payroll deduction.

- Drafted by Christina Lynch 9/6/22
- Modified and approved by Exec Board 9/17/22
- Revised to include ballot measures 12/4/22
- Updated to change title of position to Chair/Treasurer 2/20/23
- Updated to clarify funding, endorsements and contributions and voting language 4/19/23
- Approved by the COSTA Exec Board 9/6/2023
- Approved by Rep Council - 9/20/2023

APPENDIX A:

Sample Candidate Interview Questionnaire
(to be modified for each election, but used identically for each candidate)

Candidate Name _____

Date of Interview _____

1. Would you care to make an opening statement?
2. What do you think the strengths and areas of growth are for COS as an institution?
3. What are the top priority improvements or changes at COS that you plan to advocate for?
4. How would you characterize the relationship between the Board and faculty?
5. If COSTA chooses to endorse your candidacy, how will you use our endorsement?
6. Will you accept PAC campaign contributions from other sources, and if so whom?
7. Would you care to make a closing statement?

We anticipate making our decisions as soon as we complete our interviews, perhaps today. We will contact you with our decision. What is the best way for us to contact you?

Thank you very much for meeting with us today.