

M.T.A. BYLAWS
MONTEBELLO TEACHERS ASSOCIATION, MONTEBELLO, CALIFORNIA

ARTICLE I NAME
AND PURPOSE

Section A.

This organization shall be known as the Montebello Teachers Association of the Montebello Unified School District, Los Angeles County, California.

Section B.

The purpose of the Association shall be

1. To raise the standards of the teaching profession.
2. To promote professional attitudes and to enforce ethical conduct among its members.
3. To work continuously toward a higher quality of education.
4. To advance the professional welfare of its members.
5. To create in the community a deeper sense of the value and dignity of the teaching profession.
6. To represent all members of its organization, individually or collectively, using all available resources, whether local, state or national, to render to the member effective service.
7. To represent all members of the Bargaining Unit in contract maintenance and administration in a fair and equitable manner.

ARTICLE II
AFFILIATIONS

The Montebello Teachers Association shall be affiliated with the California Teachers Association and the National Education Association.

ARTICLE III
MEMBERSHIP

Section A.

Any regularly credentialed employee of the Montebello Unified School District and any professional staff employee of the Association shall be eligible for membership.

Section B.

The Montebello Teachers Association shall be a chartered chapter in both the California Teachers Association and the National Education Association.

Section C.

Any eligible person may become an active member upon payment of annual dues as prescribed in the Standing Rules.

Section D.

Special memberships may be allowed as a result of collective bargaining agreements or Association Programs as ratified by the membership, Specific provisions are to be established in the Association Standing Rules.

Section E

The right to vote and hold elective or appointive office shall be limited to active members. Discrimination against active members in their right to vote, seek office, or otherwise participate in the affairs of the Montebello Teachers Association, California Teachers Association or the National Education Association is prohibited.

Section F.

Rights and privileges' of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.

Section G.

Members shall adhere to the Code of Ethics of the Education Profession..

ARTICLE IV
OFFICERS AND EXECUTIVE COMMITTEE

Section A.

1. Officers:

The elected officers of the Association shall be a President, VicePresident, Secretary, Treasurer, one (1) *Director* of Support Staff, 1) Director of Adult Education (1) High School *Director*, one (1) Intermediate School Director, and two (2) Elementary School Directors.

2. Term of office:

- a. The President shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two consecutive terms after which at least one year must elapse before becoming eligible for reelection. A person succeeding to the presidency (Article IV Section A.S) for more than half a term may be elected to one (1) additional term after which a year must. elapse before becoming eligible for reelection.
- b. The Vice-President shall be elected for a one (1) year term of office. A person may be reelected to the office for a maximum of four consecutive one year terms after which at least one year must elapse before becoming eligible for reelection.
- c. The Secretary shall be elected for a two (2) year term of office every even numbered year. A person may be reelected to the office for a maximum of two full consecutive terms after which at least one year must elapse before becoming eligible for reelection.
- d. The Treasurer shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two full consecutive terms after which at least one year must elapse before becoming eligible for reelection.
- e. The two (2) Elementary Directors shall be elected for two (2) year terms: one elected in odd numbered years and the other elected *in* even numbered years. A person may be reelected to the office far a maximum of two full consecutive terms after which at least one year must elapse before being eligible for reelection.
- f. The Intermediate School Director shall be elected for a two (2) year term every odd numbered year. A person may be reelected to the office for a maximum of two full consecutive terms after which at least one year must elapse before being eligible for reelection.
- g. The High School Director shall be elected for a two (2)year term every even numbered year. A person may be reelected to the office for a maximum of two full consecutive terms after which at least one year must elapse before being eligible for reelection.
- h. The Director of Support Staff shall be elected for a two (2) y~ar term every odd numbered year. A person may be reelected to the office for a maximum of two full consecutive terms after which at least one year must elapse before being eligible for reelection.
- i. The Director of Adult Education shall be elected for a two (2) year term every even numbered year. A person may be reelected to the office for a maximum of two full consecutive terms after which at least one year must elapse before being eligible for reelection.

- j. The regular term of office shall begin with the installation of officers as provided for in the nominations and elections section of the Bylaws.
3. Qualifications
- (1) Members nominated for the office of President, vice-President, Secretary, Treasurer, Elementary Director, Intermediate Director, High School Director, Director of Support Staff, and Director of Adult Education shall at the time of nomination be a member of the Montebello Teachers Association in good standing
4. Duties of Officers
- a. The President shall preside at all meetings of the Association, the Executive Committee, and the Council and shall be empowered to call special meetings of these groups. He/she shall appoint all committee chairpersons with the advice and consent of the Executive Committee. He/she shall be an ex-officio member of all committees except the Nominating Committee. The President shall attend all meetings of the Board of Education, and in the event that he/she cannot attend a meeting, the President shall designate a member of the Executive Committee to attend and act as the official spokesperson for the Association. The President shall be responsible for all general Association meetings. The President shall represent the Association at conferences, conventions and community functions where an official representative is required. If such attendance is inconvenient, the President may appoint the Vice-President to represent the Association. If the Vice-President is unable to attend, the President may, with the consent of the Executive Committee, appoint the official representative of the Association.
 - b. The Vice-President shall assume the duties of the President in his/her absence or inability to continue in office and shall carry out responsibilities delegated to him/her by the President.
 - c. The Secretary shall keep a record of all proceedings of the Association, the Council and the Executive Committee. He/she shall be responsible for recording member participation in Association activities and shall keep a record of attendance at Council meetings.
 - d. The Treasurer shall exercise general supervision over the funds of the Association and shall perform such other duties as may appropriately pertain to the office. The Treasurer shall submit Association's books and all necessary papers to an auditor when requested to do so by the Executive Committee or the Council. The Treasurer shall supervise and sign the annual audit report submitted to the Public Employee Relations Board State of California.
 - e. The Elementary Directors shall coordinate all elementary school concerns, meet with elementary school building representatives and school site faculty clubs, communicate elementary school concerns to the Executive Committee and the Council, and carry out any other tasks that will be helpful to elementary teachers.
 - f. The Intermediate Director shall coordinate all Intermediate school concerns, meet with intermediate school building representatives and school site faculty clubs, communicate intermediate school concerns to the Executive Committee and the Council, and carry out any other tasks that will be helpful to intermediate school teachers.
 - g. The High School Director shall coordinate all high school concerns, meet with high school building representatives and school site faculty clubs, communicate high school concerns to the Executive Committee and the Council, and carry out any other tasks that will be helpful to the high school teachers.
 - h. The Director of Support Staff shall coordinate all Support Staff concerns, meet with representatives from these groups, communicate their concerns to the Executive Committee and the Council, and carry out any other tasks that will be helpful to these various groups.

- i. The Director of Adult Education shall coordinate all Adult Education concerns, meet with representatives from different sites, communicate their concerns to the Executive Committee and the Council, and carry out any other tasks that will be helpful to Adult Education Staff.
- 5. Order of Succession
In the event that *ihe* office of President becomes vacated, the order of succession shall be as follows: Vice-President, Secretary, Treasurer, "Senior" Elementary Director, High School Director, Intermediate Director, and "Junior" Elementary Director, Director of Support Staff and Director of Adult Education.

Section B. The Executive Committee

- 1. Members:
 - a. The elected officers shall constitute the Executive Committee. The immediate past president shall be a member of the Executive Committee for one year following his/her term of office should he/she so choose.
 - b. The Executive Director shall serve as an advisor to the Executive Committee.
- 2. Meetings:
 - a. The Executive Committee shall meet once each traditional school month and in special meetings as called by the President and any three (3) members of the Executive Committee.
 - b. An attendance of fifty-one percent(51%) of the Executive Committee members shall constitute a quorum.
 - c. A member of the Executive Committee absent from three (3) consecutive Executive Committee meetings may be removed by the President with the approval of the Council.
- 3. Duties:
 - a. Prior to the first Council meeting of the school year the Executive Committee shall confirm the appointment (made by the President) of a member to serve as parliamentarian for the school year.
 - b. The Executive Committee shall be responsible for executing policy set or adopted by the Council or general membership.
 - c. The Executive Committee shall serve in an advisory capacity to the President and Council, study all problems and concerns referred by the Council and recommend appropriate action.
 - d. The Executive Committee shall review and study any proposals for action, which are made by individuals or groups who are not members of the Association.
 - e. A summary of actions taken at each Executive Committee meeting shall be reported to the Council.
 - f. The Executive Committee shall be responsible for the fiscal and business affairs of the Association and shall designate authorized person(s) to sign the necessary documents. The Executive Committee shall receive a monthly report by the Treasurer on the budget.

Section C. Related Organizations

- 1. Sections, which are governed by Bpecial sets of bylaws, may be affiliated with and responsible to the Association.
- 2. Any section wishing to affiliate with the Association shall submit its bylaws to the President. Within two weeks, he/she shall appoint a committee to determine if the bylaws of a section are compatible with the Bylaws of the Association.

ARTICLE V
THE COUNCIL

Section A.

The Council shall serve as the legislative and policy-making body on behalf of the membership in carrying out the purpose of this Association.

Section B. The composition of this Body shall be

1. The Executive committee
2. Representatives from:
 - a. The faculty of each school site
 - b. Instructional services personnel
 - c. Special services personnel
 - d. Other personnel, who will have their representation determined by the Executive Committee.
3. Representatives to the C.T.A. State Council of Education

Section C. Election of Council Representatives

1. Representatives shall be elected for two-year terms by the individual staffs on the basis of one from each school or unit with an additional representative for each ten Association members or major fraction thereof beyond the first ten members. Vacancies for unexpired terms shall be filled in the same manner.
2. Each school or unit shall have an Election Committee, which will verify the results of the election at its school.
3. Each representative shall be a member of the Association at the time of the election and for the duration of his/her term.
4. If any school staff, or other unit entitled to representation, fails to elect a representative(s) within thirty days after being notified to do so, the President may appoint, with the approval of the Council, representatives for that school or unit.

Section D. Duties of Council Representatives

1. Representatives shall represent their respective faculties or units at the meetings of the Council.
2. Representatives shall make regular reports to their constituents.
3. Representatives in schools having more than one representative shall designate a chairperson from their delegation to be responsible for receipt and effective distribution of Association business information.
4. A representative shall be counted present when represented at the Council by an elected substitute.
5. A representative's membership on the Council shall be terminated after absence from three consecutive council meetings, and the vacancy shall be filled as provided in Article V, Section C.4 of the Bylaws.

Section E. Meetings

1. The Council shall meet at least once each traditional school month.
2. The Executive Committee shall declare the dates of the Council meetings for the following school year by the last Representative Council meeting of the school year.

Section F. Quorum

An attendance of fifty-one percent (51%) of the Council members shall constitute a quorum.

Section G. Executive Director

The Executive Director shall serve as advisor to the Representative Council.

ARTICLE VI STANDING COMMITTEES

Section A.

The standing committees of the Association shall be established by the MTA Executive Committee. The standing committees of the Association shall remain in

existence for the year in which they have been established unless the Executive Committee determines that they shall be in existence for a longer period. A published list of the standing committees of the Association shall be announced to the unit each September.

Section B. Meetings

Each standing committee shall meet according to a calendar developed by the committee chairperson. A written copy of discussion items and or recommendations shall be sent to the Executive Committee via the president for action.

Section C. Duties

All Committees shall study problems within their area of concern and shall make recommendations in writing to the Executive Committee and/or the Council.

Section D .. Qualifications

All members of standing committees shall belong to the Association. Standing committee chairpersons, where possible, shall have served on the committee the previous year.

Section E. Term of Office

Committee chairpersons and members shall be appointed for one year by the president, with the approval of the Executive committee.

Section F Collective Bargaining Team

1. The chairperson of the team shall be appointed by the President with the approval of the Executive Committee.
2. The team shall be appointed by the Collective Bargaining Team Chairperson. with the approval of the Representative Council
3. The Collective Bargaining Team shall serve through the conclusion of a ratified contract
4. The Collective Bargaining Team may remain active, at the request of the President until the beginning of a new negotiation cycle.

Section G. The Retiree Health Trust Fund Committee

1. The president shall be responsible, with the approval of the Representative Council for the appointment of members of the Retiree Health Trust Fund Committee.
2. Appointments will be for five years.

Section H. Special Committees

1. Special Committees deal with ongoing concerns and activities of the Association.
2. Special Committees may be established by the President, with the approval of the Executive Committee.
3. Qualifications for membership on Special Committees shall be the same as for Standing Committees.
4. Term of office for Special Committees shall be determined by the President with the approval of the Executive Committee.

ARTICLE VII

N.E.A. DELEGATES AND C.T.A. STATE COUNCIL

Section A. N.E.A. Representative Assembly Delegates

1. N.E.A. Delegates shall be elected by the membership at large in an annual election established by the Association according to N.E.A. Bylaws and consistent with Article VII of these Bylaws with the exception of the dates which will be governed by the C.T.A. and N.E.A. guidelines.

2. The number of N.E.A. Delegates and their term of office shall be established in the following order of priority:
 - a. Three-year term: One position
 - b. Two-year term: One position
 - c. One-year term: As many positions as the Association is eligible for and within the limits of budget considerations as established by the Executive Committee and the Council.
3. N.E.A. Delegates must be members in good standing of the Montebello Teachers Association, California Teachers Association and of the National Education Association at the time of election and during their term of office.
4. All duly elected N.E.A. Delegates are eligible to attend the N.E.A. Representative Assembly and will be equally funded, unless funded by C.T.A. or N.E.A.
5. All N.E.A. Delegates must attend all regularly scheduled business sessions of the N.E.A. Representative Assembly and the State Caucuses, unless excused.
6. In the event that an elected N.E.A. Delegate cannot attend the Representative Assembly, the next highest vote getter who was not elected. shall assume that position.

Section B. C.T.A. State Council Representatives

1. C.T.A. State Council Representatives shall be elected according to the allocation allotted by C.T.A.
2. C.T.A. State Council representatives shall be members of the MTA Council
3. C.T.A. State Council Representatives shall take directions from the council on issues that are adopted by the Council.
- 4 C.T.A. State Council Representatives shall make reports to the MTA Council on C.T.A. activities.
5. C.T.A. State Council Representatives are to be regular in their attendance at C.T.A. State Council meetings and perform all obligations required of them by their position.
- 6 In even numbered years, alternates for CTA State Council Representatives shall be elected to serve two (2) year terms. The number of alternates shall be equal to the number of C.T.A. State Council Representatives. Appointment to replace a C.T.A. State Council Representative shall correspond to the ranked finish of the alternate election.

ARTICLE VIII
NOMINATIONS AND ELECTIONS

A. Nominations and Elections Committee

- Section 1. The Council, at the September meeting shall announce a call for an Elections Committee to be elected at the October meeting. All members, not currently serving on the Representative Council shall give their written consent in order to be listed as candidate at the October meeting. This committee shall be known as the Elections Committee. One member shall be designated by the President as the chairperson. The Council, no later than its February meeting, shall establish a Nominations Committee from nominations made from the floor. All nominees must have given their consent before being nominated. The Nominations Committee, with no less than five (5) members, shall be elected by council. The committee shall choose its own chairperson at its first meeting. The committee shall prepare a slate of candidates for Montebello Teachers Association offices and shall present this slate of candidates to the Council at the nominating session established by the Elections Committee

Section B. Rules for all elections

1. Voting shall be in person, and only those members of the association in good standing at the time of the election shall be entitled to vote.
2. Mail ballots will be Implemented by the MTA Office for those members "off track" In YRS programs and adult education teachers not assigned to Ford Park Adult Center during the day.
3. Building Representatives shall take charge of the election at their respective units and shall return the boxes unopened to the place and time designated by the Elections Committee.
4. The Elections Committee shall tally the votes and submit its report to the President. The Committee shall also notify all candidates of the election results not later than the school day following the election.
5. The President shall submit a written report of the election results within two school days following the election.
6. Any candidate may request a recount of the ballots in his/her race within five{S} school days of the election.
7. Any member complaints of alleged election irregularities shall be submitted, in writing, to any member of the Elections Committee within five school days of the election. The Elections Committee shall investigate any written complaints and shall submi~ their findings, along with their recommendation{s} as part of their formal report to the Council at the next regular Council meeting.
8. The chairperson of the Elections Committee shall issue an elections report at the next regular Council meeting following the election. It shall be the responsibility of the Council to accept or alter the election report. If the report is accepted by the Council the election results shall be accepted as final. If the Council orders any other actions, it shall be the Council's responsibility to define the course of action to be taken as well as the timetable to be followed.

Section C. Elections of Executive Committee and State Council Representatives.

1. No later than March 1 the March Council meeting the Elections Committee, shall inform the membership of vacancies which will occur on the Executive Committee and in CTA State Council seats.
2. The Elections Committee shall designate a date which shall be no later than the April 15 Council meeting for a nominating session of the membership. This meeting shall be open to all Association members. petitions for candidacy shall be made available at the March Council meeting.
3. Petitions must include only signatures of members in good standing of the organization. The number of signatures required shall not exceed the ratio of representation in the Council as set by the Bylaws. petitions must be received by the beginning of the April Council meeting.
4. Additional nominations of qualified candidates may be made by members from the floor of the nominating session providing they are accompanied by the written consent of the nominee.
5. The Elections Committee shall provide each member with the nominated slate of candidates within one week after the nominating session. The Elections Committee shall announce the date of elections within one week after the nominating session.
6. Elections shall be by secret ballot on the day or days immediately preceding of the May council meeting. Polls shall be open at each voting site from 7:45 a.m. until 3:10 p.m.
7. Newly elected officers will be installed at the next regular Council meeting. A candidate shall be declared elected when he/she has received a larger vote than any other candidate for that office.
8. A candidate for State Council Representative shall be declared elected to CTA Bylaws and policy.

ARTICLE IX
DUES

Section A. Annual Dues

1. The annual dues shall be announced at the Council meeting in May and adopted with the budget at the June Council meeting.
2. The total dues shall include:
 - a. Annual dues of the Montebello Teachers Association
 - b. Annual dues of the California Teachers Association
 - c. Annual dues of the National Education Association
 - d. Any other assessments as deemed necessary by the Council
3. Dues must be paid to the Association er by payroll deduction.
4. Dues monies for the affiliate organizations shall be transmitted upon and in accordance to an annual agreement established between the National Education Association and the California Teachers Association with the Montebello Teachers Association.

ARTICLE X
ASSOCIATION MEETINGS

Section A. General Meetings

1. Admission to all Association meetings shall be open to members and their guests, provided a closed meeting had not been previously announced. However, upon a majority vote of those members in attendance, an open meeting may be closed at any time.
2. Ten (10%) percent Of the total membership shall constitute a quorum for conducting business at any open or closed meeting of the Association.
3. Special meetings may be called in accordance with Article IV, Section A1 of the Bylaws. Only items of business for which a special meeting has been called may be brought before any such special meeting of the Association.
4. The last Council meeting of the school year shall be designated as the annual meeting.

ARTICLE XI
AMENDMENTS

Section A. Direct Procedure

These Bylaws may be amended by a two-thirds majority vote on a secret written ballot in the following manner:

1. Amendments shall have been approved for submission to the membership by the Council, which shall set the date for the voting.
2. The Council shall elect an Elections Committee to print ballots and shall be responsible for the supervision of the bylaws election as provided by the Article VIII. Section B of the Bylaws.
3. A notice of voting on an amendment, together with a sample ballot, shall be posted in all places where voting is to be held at least four days prior to voting.

Section B. Indirect Procedure

These Bylaws may also be amended by a two-thirds majority on a written secret ballot in the following manner:

1. Upon written request of five percent of the Association membership, the Council, at a regular meeting, shall provide for voting.
2. The Council shall set the date for voting. This date shall be set not more than sixty days after the request is made of the Council.

3. The Elections committee shall be responsible for the supervision of the bylaws election as provided by Article VIII, Section B of the Bylaws.
4. Voting shall be by a written secret ballot. A two-thirds majority vote shall be necessary to ratify an amendment by this method.

ARTICLE XII
PARLIAMENTARY PROCEDURES

On all matters of procedure not otherwise covered by the provisions of these Bylaws or by the Standing Rules of the association, Roberts Rules of Order, latest revised edition, shall be the official guide.

ARTICLE XIII ADOPTION
AND EFFECTIVE DATE

Section A. Adoption

These Bylaws may be adopted by a two-thirds majority vote of those casting ballots.

Section B. Effective Date

These Bylaws shall become effective on November 1, 1999.