

Beaumont Teachers Association Standing Rules

STANDING RULES *These involve the day-to-day operations of BTA.
They can be changed by majority vote of Executive Board.*

Beaumont Teachers Association STANDING RULES

Revised February 3, 2011

I. ELECTIONS

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board at the beginning of each school year.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election to the Executive Board.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot

B. Election Requirements

1. The following Elections Requirements shall apply to all elections, including but not limited to: elections of officers, elections of site representatives, and Contract Ratifications.
2. Each site shall choose an Election Coordinator who is a Site Representative and is not seeking office in a particular election. The Site Representative who fills this role may change from election to election.
 - a. In the case of an election for Site Representative(s), the Election Coordinator must be an active member at the site who is not a Site Representative.
3. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
4. (NOTE:CTA requires 15 calendar days between announcement date of vacancy and the date of election)
 - a. At each site where an election is to take place the Election Coordinator at that site shall post on the site's BTA bulletin board a Nomination Sheet.
 - i. Upon posting the Nomination Sheet, the site's Election Coordinator shall make a public Announcement that the Nomination Sheet is posted, and that the Nomination Period has opened.

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1. For this purpose, an email sent to all active members at the site specifying the above information does qualify as a public Announcement.
 - ii. The Nomination Sheet shall include a brief description of the office to be filled, its requirements and ample space for write-in nominations
 - iii. The Nomination Sheet shall be posted for no fewer than five (5) full working days, continuous. This is the Nomination Period.
 - b. At the end of the Nomination Period, the site's Election Coordinator shall remove the Nomination Sheet and keep it as a record to be filed later with the BTA Election Committee Chairperson
 - c. The site Election Coordinator shall then personally contact each nominee, and verify that they are willing to accept the nomination except in the case of officer elections
 - d. In the case of a district-wide election, such as that of officers, each candidate will be required to complete a "Declaration of Candidacy" form and submit it to the BTA Elections Committee Chairperson. The "Declaration of Candidacy" will be available from the Election Committee Chairperson and will be posted on the BTA website. The Declaration of Candidacy form will serve as verification that the member is interested in running for the office in question.
 - e. In the case of Contract Ratification, any articles proposed to change shall be posted for no fewer than five (5) working days, continuous. . The posting shall include the current language of the article, as well as the proposed language of the article. The posting shall remain through the Voting Period.
5. After the Nomination Period for an election has closed, a "Deliberation Period" of no fewer than five(5) full working days shall pass before the Voting Period may begin.
- a. During the Deliberation Period, a list of all verified nominees shall be posted on the site's bulletin board.
 - i. This list shall require a description of the office and the names of the verified candidates.
 - ii. In the case of a district-wide election, such as that of officers, this list shall be posted at all sites.
 - iii.
6. After the Deliberation Period has ended, a "Voting Period" of no fewer than three (3) full working days shall pass.
- a. During the Voting Period, active members shall have the opportunity to cast their ballots during duty-free time.
 - b. Every active member shall be assured a secret ballot.
 - i. 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.
 - ii. 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.
 - c. Each voting active member shall sign for a ballot.

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- i. 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.
 - d. The same posting required during the Deliberation Period shall remain posted through the Voting Period.
7. After the Voting Period has ended, the votes shall be counted.
 - a. For site elections, the Election Coordinator at that site shall count the ballots with at least one other active member who is not a nominee as a witness. The site Election Coordinator shall then:
 - i. Send the original Nomination Sheet, the list of verified nominees, the Registration Sheet, and the ballots to the Elections Committee Chairperson to be kept as a record.
 1. In the case of a Contract Ratification vote, the site Election Coordinator shall only send the Registration Sheet and the ballots to the Elections Committee Chair.
 - ii. Publish the results of the election. An email to all active members at the site does qualify for this purpose.
 1. In the case of a district-wide election or Contract Ratification, the Elections Committee Chair shall publish the results of the election within 3 working days of the end of the election

C. Finances and Use of Unit Resources

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. A unit may not state or indicate its preference for a candidate in the 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.

D. 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 to a list of the name and address of work sites and the number of Active members at each site for the purposes of campaigning.

E. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.

In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.

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2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.
(Each method of voting must be included in your standing rules in order for your Bylaws/Standing Rules to be in compliance with CTA)

F. Vote Requirement

1. 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 half 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. 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 higher number of legal votes cast shall be declared elected. **There shall be no provisions for write-in candidates in run-off elections.**

G. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place.
2. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
3. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline;
 - c. Member not listed on the voter roster;
 - d. Voter's intent unclear;
 - e. Votes cast for more than number allowed;
 - f. Votes cast on unofficial ballot (probably reproduced); and,
 - g. Voting envelopes without a signature.
4. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, and make a note of the decision. The ballots should remain separate.
5. If the illegal vote(s) would affect the outcome, the chairperson of the Elections Committee should report this to the unit president so that the appropriate governance body can decide how the ballots should be recorded.
6. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. A listing of school(s) whose ballots were set aside and not counted shall be

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- included with an explanation of illegality. . **The Teller's report shall not contain a school-by-school or site-by-site breakdown report**
7. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site as soon as possible following the election.
 8. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

H. Observers

1. Each candidate shall be allowed to have 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 and has notified each candidate of the results.

I. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the Announcement of the results of the election.
The notification must:
 - a. Specify which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attach evidence of the violations, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
3. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
4. The unit's Elections Committee shall submit a written report including issues and recommendations, within the same 10-day period, to the Chapter President and the Governance Board.
5. The Governance Board shall act on the report no later than 10 days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Elections Manual. The Governance Board must issue its findings in writing to the challenger.
6. Any member of the Governance Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the Governance Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.

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7. If an individual wishes to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
 - a. Specifically which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of unit's governance body to original challenge.
8. If the Governance Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 7 (a-c) above by writing to the CTA President.

J. 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. An Active 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 fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) 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 thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within 3 calendar days that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar 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.

K. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active 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 Active membership on the ballot.

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3. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar 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.

L. Recall Procedures

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
2. An Active member shall file a notice of the intent to circulate a petition to recall 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 recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
 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 60 calendar days shall be permitted to obtain the signatures of at least 25 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 or the vice president if the chapter president is the person being recalled.
 6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
 7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
 8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. 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. 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.

M. Resignation of Executive Board Officers

1. If an officer of the BTA Executive Board resigns in the middle of his or her term, that officer forfeits his or her right to collect any portion of the remaining stipend that would have been received for fulfilling requirements of that position.

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III. Compensation disbursement

1. Stipends for REP council members will be paid two times per year. The first disbursement will be paid in December of the school year and the second will be paid in June of the school year.
 - a. REP council members will be paid for fulfilling the following obligations:
 - i. Attendance @ REP council meetings It is every REPs responsibility to make sure that he or she signs the attendance roster at every meeting. so that credit can be received.
 - ii. Holding one 10 minute meeting/month and submits 10 minute meeting minutes with date, time and attendance to secretary on a monthly basis Reps who fail to submit the necessary documentation to the BTA secretary will not be compensated for that month's meeting.
 - iii. After meeting the two obligations above, reps will be compensated at the rate of \$35/meeting.
 - b.
 - c. REPs must attend REP trainings the first year on becoming a rep and every two years thereafter in order to receive stipend payments.
2. Compensation for Executive Board officers: President = \$(3000) /year (. (\$250/month) All other Executive Board members = \$800.00 / year (paid in two equal installments in December and June).
 - a. President = \$250\$/month.
 - b.
3. Other compensation
4. Smart phones (Blackberry's) for two year term with internet access
 - a. At end of term, phone and number will be returned to Association for next officer.
 - b. Officers must return BTA phone calls within 24 hours.
5. Laptops for each officer (not to exceed 1K). Laptops will be returned at end of term.
 - i. Software upgrades as needed to be approved by Exec Board..
 - ii. **Laptops to be upgraded every four (4) years**
 - b. Used computers will be given away as door prizes at General Membership Meetings in the Fall and/or be given to scholarship recipients as determined by Rep Council.
 - c. Executive Board stipend schedules can only be changed by majority vote of REP council at the time of Budget Review.
6. \$200 dollars will be paid to each Executive Officer for reimbursement of BTA dues.
7. Negotiation Compensation schedule per negotiation period (open and close of negotiations- even if it extends beyond a year)
 - a. Negotiation Chair- \$400.00 stipend, 35.00 hourly wage for Negotiations preparation, research and organization . Chair must fill out hourly log and submit to Treasurer in order to be reimbursed. - See chair responsibilities in Negotiation's chair job descriptions.

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- i. One of chair requirement is to attend Exec Board and Rep Council meetings and keep members informed re: Negotiations.
 - b. Negotiation Team- Members of Negotiation team will receive no additional compensation or stipend.
 - c.
8. Grievance chair- Will be paid \$50.00 per completed grievance Additional \$25.00 if grievance goes to mediation.
9. Mileage: Mileage can only be reimbursed for Union business.
 - a. Executive Board Members and Committee Chairpersons on Union business will be reimbursed f when mileage logs reach a minimum of twenty miles.
 - b. Effective January 1, 2009 the mileage reimbursement rate will be set at the IRS rate.
 - c. Mileage for Union Business conducted at the District Office is not reimbursable.

IV. Scholarships

1. BTA has four scholarships available for graduating high school seniors that are children of BUSD Certificated employees.
2. Number of scholarships actually provided each year are based on BTA budget which is approved in May (the year prior to scholarship applications) by Rep Council.
3. Two scholarships in the amount of \$2000 each are offered each year for graduating students pursuing a degree at a 4 year University. (2 offered each year on an alternating basis)
 - a. Anthony Martinez Memorial Scholarship- a student that attended Beaumont Schools and lost his life tragically at a young age.
 - b. Jim Green Scholarship- a high school teacher that served in the District for several years.
 - c. Vicki Miller Scholarship- an elementary teacher who spent her whole life attending Beaumont schools and working for Beaumont Unified. She passed away in 2008. She was set to retire in June of 2009. Vicki touched many, many lives and saw her students as her own.
4. Two scholarships are offered each year in the amount of \$1000 dollars each for graduating seniors who are pursuing a degree at a Community College or trade school.
 - a. Tracy Caldwell Scholarship- Astronaut, Beaumont High School graduate, class of 1989.
 - b. Earl Weideman Memorial Scholarship- Great teacher who served in our district for many years.
5. Application deadline is April 30th.
6. Applications can be obtained from BTA Exec Board members or Scholarship Committee Chairperson.
7. Applicants must be the child of a Beaumont Unified Certificated Employee.

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8. Scholarship recipients will be selected by BTA Scholarship panel and will be notified by May 30th.
9. Funds will be dispersed by BTA when scholarship recipient provides proof of enrollment in a qualifying program to BTA Scholarship Chairperson.
10. Program must be congruent with scholarship applied for (a 4 year scholarship will be only given when recipient is enrolled in a 4 year University program) in order for funds to be dispersed.
11. If recipients fail to enroll in a program or fail to claim Scholarship, funds will roll over into the following year's Scholarship allocation for unclaimed Scholarship.
12. The deadline for enrolling in a program and receiving funds from awarded BTA Scholarship is September 30th of the high school senior's graduation year.

Political Action Committee (PAC)

Rep council *approved the formation of a PAC Committee on May 6, 2009.*

Political Action Committee

1. Article I. Name
 - 1.1 The name of the political action committee of the BTA shall be the Beaumont Teachers Association Political Action Committee, also known as BTA PAC.
2. Article II. Purposes
 - 2.1 To support local candidates and issues up to and including the county level such as school board and county superintendent candidates.
 - 2.2 To promote pro-public educational issues and candidates; especially those that positively support areas of concerns towards educators.
3. Article III. Officers
 - 3.1 Composition- Officer shall be a chairperson, treasurer, and such other officers as are deemed necessary by the BTA PAC.
 - 3.2 The president of BTA with the approval of the majority of the executive council shall appoint the chairperson and treasurer. The BTA PAC chairperson shall appoint the remaining officers. Officers should generally reflect the racial, gender, and geographic balance of the BTA.
 - 3.3 The terms of office will be for the full term of the president of BTA. Officers may continue to serve as long as they keep the support of the executive board and wish to continue in their position.
4. Article IV. Funding
 - 4.1 A voluntary amount of \$2.00 per-member per month will be placed in the account of the BTA PAC from current member local contribution. These monies will remain segregated from the general membership account.
 - 4.2 Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose of the groups as judged by the BTA PAC committee with the approval of the executive board of directors and advice from the representative council. The following guidelines will be used as procedures:
 - 4.2.1 Amounts of up to \$100.00 may be spent by the chairperson with the approval of the treasurer without previous authorization of the board of directors. Reports of these expenditures will be made to the executive board at each regular meeting.

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 one day and not more than \$35.00 per meal. Meals, which are provided by the conference, will not be reimbursed.

Expense reimbursements

- 1) A valid business connection or purpose
- 2) Substantiation: receipts are required
- 3) Timeliness- substantiation must be submitted within 60 days.
- 4) To ensure internal controls, BTA Treasurer will not be a signer on any BTA bank accounts.
- 5) The mileage reimbursement rate shall be equivalent to the "IRS mileage rate" .
- 6) The Association will not utilize debit cards for purchases.
- 7) The Association will apply for and utilize a credit card to be used by the chapter president for scheduling conferences, securing hotels and paying for meals that are purchased for

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meetings of the Association. All purchases must be preapproved by the E Board.
(PROCEDURE needs to be outlined)?

- i. No cash withdrawals can be made with the BTA Credit Card
 - ii. Maximum charges are limited to 2K dollars/month. (or more if preapproved by E Board)
- 8) The Association will establish a budget committee that oversees and monitors the BTA budget. The committee will review the financial information that will be presented by the Treasurer. The budget committee will assess budget variances and prepare responses for potential questions/issues.
 - 9) Access to online banking will be limited to the Treasurer.
 - 10) Association bills may not be paid electronically.

Conferences (approved 2-3-11)

- a. Must be a member in good standing of the Beaumont Teachers Association/ CTA /NEA.
- b. Whenever possible, minority grant for conference must be applied for.
 - i. When a member applies for and is granted a minority grant for attending, they can have a single room at no additional cost to the member (justified by offset of conference fees being covered by CTA)
- c. Priority will be given to first time participants who have a desire to develop leadership skills which will enhance the Association
- d. Those unit members who are actively involved in the operations of the Association (i.e., Bargaining, Political Action, Grievance, Organizing, Community Outreach) will be given consideration to attend conferences directed at their current field of involvement in the Association.
- e. Upon completion of the conference, attendee will provide the REP council with a written and/or oral report of conference including any materials obtained at the conference. Said report will be at REP council following the conference.
- f. Members who attend informational conferences for the specific purpose of obtaining information for the membership-at-large will be required to present a teacher training on the topic. The teacher led training will take place no more than a month after the conference was attended.
- g. Continued selection for attendance at conferences that are paid for by BTA will be dependent on following through with conference attendee expectations.
 - i. Members selected to attend conferences will provide our BTA Treasurer with a check for 200 dollars to hold their spot. After the member attends the training, the 200 dollar check will be returned. If the member fails to attend the conference, and fails to notify BTA leadership in a timely enough manner to cancel their reservation and schedule an alternate, BTA will cash the check and use those funds to cover the cost of incurred conference and hotel fees.
 - ii.

Officer responsibilities-

- iii. Negotiations communication-communiques
- iv. Check in with liaisons- how is the communication going-
- v. Membership-

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- vi. Newsletter
- vii. Scheduling of conferences, sending out notification, collecting applications, taking care of business
- viii. Committee check in- 2nd VP- make sure committees are in place, scheduled regularly, prepared with reports for rep council, functioning as a committees.

Super Reps (PROPOSE CHANGING 35 dollar/mtg) (pending approval as of 7-27-2011)

1. Attend all rep council meetings.
2. Hold monthly site meetings
 - a. Send an attendance log and agenda to your E Board liason
3. Conduct all BTA/CTA/NEA elections at the site, properly and in a timely manner.
4. Represent unit members in meetings with Administration
5. Maintain BTA Bulletin Board at the site.
6. Distribute BTA Communications in a timely manner and post on the BTA bulletin board.
7. Attend at least one REP Training a year OR serve on an Association Standing committee OR serve as a BTA REP on a District Committee.
8. Reps who fulfill all of their duties and responsibilities, with 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 of the NEA Representative Assembly (approved 2-03-11)

- 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 am daily. Delegates must be registered with the CA 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 BTA policy and recommendations when voting.
- 6) Each delegate is encouraged to participate fully in all activities of the CA 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.

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- 9) All expenses must be in accordance with BTA 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 designated BTA representative.
 - i. Each delegate must sign a copy of this Standing Rule and agree to abide to its terms prior to funding and/or reimbursement.

Travel and Other Expenses (approved 2-03-11)

The rules governing the control and payment of necessary expenses of Association officers or persons that may be duly authorized to represent the Association from time to time shall be adopted

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 shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association.

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 available 21 days in advance.
 - b. Train/bus- actual fare
 - c. Auto- IRS mileage rate 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- BTA will not reimburse for care rental without prior approval from the Executive Board.
- 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 one day and not more than \$35.00 per

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meal. Meals, which are provided by the conference, will not be reimbursed.