

Alvord Educators Association
STANDING RULE #1
Standing Rules for Bargaining Team Selection

It is the intent of the Alvord Educators Association to represent its bargaining unit members in good faith through its collective bargaining relationship with the Alvord Unified School District. These standing rules have been established to promote realization of this goal.

1. The Bargaining Team shall consist of five (5) members of the Alvord Educators Association/CTA/NEA. The Bargaining Team shall include one (1) representative from the elementary level, one (1) from the intermediate level, one (1) from the high school level, one (1) from Auxiliary Services, and one (1) member at-large. The members of the Bargaining Team shall represent to the best of their ability all members of the Association.
2. The Executive Director of AEA or other persons employed by AEA/CTA/NEA may be designated as ex officio members of the Bargaining Team, in addition to the five (5) members.
3. Members of the Bargaining Team shall be AEA/CTA/NEA members on permanent status and in good standing as defined by Article IV of the AEA Bylaws.
4. All AEA members shall have the opportunity to apply for appointment to the Bargaining Team. A reasonable period of time (not less than ten working days) shall be allotted for issuance and return of application forms. Procedures shall be developed to ensure that members on YRS calendar have an equal opportunity to submit an application.
5. Application form questions shall include Association leadership, experience, training, and those strengths the applicant believes he/she would bring to the Bargaining Team.
6. Faculty Reps, Executive Board and Officers may nominate persons to be considered for appointment to the Bargaining Team. Any member so nominated shall be given an application form and asked to complete it if interested in appointment to the Bargaining Team.
7. The President shall receive and review all application forms with the members of the Executive Board.
8. With the recommendation of the Executive Board, the President shall present the Bargaining Team nomination to the Rep Council for its approval at a regularly scheduled meeting. Rationale for the nomination shall be presented by the President and Executive Board in the form of a written report.

9. Commencing _____, 1992, two members of the Bargaining Team shall serve a term of one (1) year; the other three (3) members will serve a term of two (2) years. Thereafter, all members of the team shall serve two years.
10. Once approved, members shall remain on the Bargaining Team until their term expires, they resign, or are removed in accordance with Article X, Section 5 of the AEA Bylaws.
11. In the event of a vacancy on the Bargaining Team, due to resignation, inability to serve, or removal pursuant to the AEA Bylaws, the President, with the approval of the Executive Board shall fill the vacancy.
12. All members of the Bargaining Team shall participate in approved training appropriate to the task.
13. Desirable qualities in Bargaining Team Members include, but are not limited to:
 - a. Ability and willingness to represent all members of the Association.
 - b. Resourceful and flexible thinking skills.
 - c. Personal and professional integrity.

Ad Hoc Committee: 1/14/92
AEA Executive Board 1/15/92
Approved: Rep Council 1/22/92
Amended: 4/19/00

**Alvord Educators Association
STANDING RULE #2**

Association Elections

Add the following procedure to the current Standing Rules for AEA elections:

"If the number of candidates for AEA Executive Board positions is equal to or less than the number of positions to be filled, elections may be waived and the candidates declared elected by the Representative Council."

**AEA ELECTION GUIDELINES
AND
CAMPAIGN LITERATURE**

The Association shall offer the following means of communication to familiarize the membership with each candidate.

1. Declaration statement of no more than fifty (50) words as submitted. These are sent to members with the ballots.
2. The Association will print only one ready-made flyer (8 1/2" x 11"), printed and distributed by the Association if the candidate so chooses. A candidate may choose white, yellow, blue or green paper. The flyer will be shown as "Printed at AEA Expense". The flier will be one sided and turned into the AEA office within the prescribed time line print ready.
3. With consideration of the availability of space in teachers' mailboxes and with a concern for the environmental impact from excessive paper printing, AEA recommends a limited amount of campaign materials be distributed by each candidate.
4. Under federal guidelines candidates cannot use the District or Jet mail service for personal campaign literature.
5. No campaign literature can be attached to ballots or candidates' statements, or distributed with the ballot, or displayed within fifty (50) feet of the election area.
6. Any alleged violations shall be reported to the Election Committee and the Executive Board within seven (7) working days after the deadline for submitting the ballots to the AEA office.
7. The Executive Board will investigate alleged violations and made a final decision.
8. Any further appeals must be made within CTA Guidelines.

Alvord Educators Association Election Guidelines

1. AEA and related elections will be run in an orderly manner consistent with CTA, NEA, and AEA guidelines, Bylaws, and within all timelines.
2. Election timelines will be developed by the election committee and submitted to the Executive Board and Representative Council by November of each year.
3. Declaration of Candidacy notices will be made available to each member at least ten (10) working days prior to the declaration deadline.
4. Each person declaring candidacy will receive a Candidates' Information Packet containing guidelines and procedures.
5. While Declarations of Candidacy are public information, candidate's statements are not, and will be released simultaneously prior to the election. They will **NOT** be made available for private review by members.
6. CTA published alphabet for candidate listing will be used to determine name placement on the ballot.
7. Members may NOT act as ballot counters in elections in which their names appear on the ballot. Those Election Committee members whose names are to appear on a ballot shall be considered in-active until such elections are completed.
8. Ballots will be counted only in the presence of election committee members or officially designated counters or observers. Observers, including candidates, will be located in a designated area and are not to interrupt the counting process.
9. Any alleged violations shall be reported to the Election Committee and/or the Executive Board in writing within seven (7) working days after the deadline for submitting the ballots to the AEA office.
10. The Executive Board will investigate alleged violations and make a final decision.
11. If there are more than two candidates in an election and none receives a majority (50% + 1), a run-off election must be held within the next ten (10) working days. The top two candidates' names will be placed on the run-off election ballot. Regular election procedures will be followed.
12. Home phone numbers and addresses of members are not to be given out to candidates by AEA personnel. Candidates may request or pick up faculty representative lists from the AEA Office. Site member lists are also available at the

AEA Office. Request for such lists must be made in writing two working days prior to pickup by the candidate.

13. Candidates will be notified of election results within 24 hours of the completion of ballot counting.
14. Code of Conduct: A candidate is subject to being removed from the ballot by the Election Committee and/or the Executive Board if proper conduct is not followed, and/or if the procedures for elections are not adhered to.

A candidate shall:

- * Not tamper with others' flyers
- * Not tamper with ballots or ballot boxes
- * Not influence or interfere with the Election Committee
- * Not use false and misleading statements or information on flyers
- * Not conduct elections
- * Not count ballots
- * Be civil if he/she wins or loses an election
- * Exhibit professional conduct and behavior
- * Follow appropriate procedures if there are complaints to the Election Committee

Candidates and elected members shall abide by the Code of Ethics as prescribed in the CTA Handbook, so as to maintain the integrity and credibility of AEA throughout the election process.

Amended and approved by Rep. Council 4/19/00

Alvord Educators Association
STANDING RULE #3
School Site Representatives Stipend Requirements

School Site Representatives will be rebated their AEA dues if ALL of the following requirements are met:

- a. They attend eighty percent (80%) of the Rep Council meetings, as indicated by their signature on the sign-in sheet.
- b. They attend at least one (1) Rep training or at least one (1) CTA or NEA conference or serve on an established committee. It is understood that, if the choice is made to attend a conference, a report must be presented to the Rep Council or to the membership.
- c. They conduct all AEA elections at their school site and submit ballots by the deadline indicated in the election packet.
- d. They conduct meetings with the members at their school site, at least every other month, and turn in an agenda indicating that the meeting was held.

(At schools with multiple School Site Reps, each Rep will be considered on an individual basis, based on the above)

Amended by Rep Council 4/19/00

Alvord Educators Association
STANDING RULE #4
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 AM daily. Delegates must be registered with the California delegation in order to participate.
3. Each delegate is expected to remain through the entire convention and attend all business meetings of the RA. Failure to meet these expectations will result in a reduction of the amount of the RA allowance. (See #10 below)
4. Each delegate is strongly encouraged to attend NEA budget committee hearings, resolutions committee hearings, bylaw committee hearings, speeches by prominent national figures, etc.
5. Each delegate should take into consideration AEA, ALCO, CTA State Council and California Caucus policy when voting.
6. Each delegate is encouraged to participate fully in all activities of the California delegation.
7. Each delegate – state and chapter- will be expected to sit with his or her Service Center Council delegation on the RA floor or to inform the appropriate person where he or she will be seated. This is to ensure communication regarding RA business and/or personal emergency information of concern to the delegate, as well as to verify attendance.
8. Each delegate will be advanced 60% of the RA allowance after they are elected for the purpose of purchasing transportation to the host city.
9. All expenses must be in accordance with AEA Standing Rules and policies.
10. The RA allowance will be diminished proportionate to the amount of time and/or the number of meetings missed. There will be a designated association representative you will be required to check in with at each session or caucus.

I understand that, as a delegate, my attendance is being directly funded by membership dues. I accept my responsibility to carry out the above specified duties.

Signature _____ Date _____

Effective: 2002-2003 NEA Conference

Approved by AEA Executive Board: 3/12/03

Read by AEA Rep Council: 2/19/03

Approved by AEA Rep Council: 3/19/03

Alvord Educators Association
STANDING RULE #5
Reimbursement

1.0 Travel

- 1.1 Plane – Actual, most economical coach fare (with back copy of airline ticket required as receipt)
- 1.2 Train or Bus – Actual fare (with receipt)
- 1.3 Auto
 - 1.3.1 Reimbursement at the IRS rate per mile (55.5 cents) which can be reimbursed without tax liability, round trip by shortest highway route; however, mileage reimbursement cannot exceed the cost of coach plan fare.
 - 1.3.2 Reimbursement at the IRS rate per mile which can be reimbursed without tax liability, round trip by shortest highway route to and from the airport.
 - 1.3.3 Airport Shuttle – AEA will reimburse only when no other form of transportation is available, or the cost does not exceed the shuttle.
 - 1.3.4 Parking – Actual cost of airport and hotel parking.

2.0 Lodging

- 2.1 Half the cost of a double occupancy hotel room (with a copy of the actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances, approved in advance, including, but not limited to: (1) physically challenged, or (2) other medical reasons.
- 2.2 If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- 2.3 Personal charges such, as laundry, valet, telephone calls, snacks and entertainment are not reimbursable.
- 2.4 Portage: A maximum of six dollars (\$6.00) for portage is reimbursable for any one meeting.

3.0 Meals

- 3.1 AEA will reimburse the actual amounts paid, including tax and tip, with the following restrictions: (1) cost may not exceed \$35.00 for any one meal; (2) a maximum of \$55.00 per day except when meals are provided by AEA.
- 3.2 Extra meals required by auto travel are not reimbursable.

4.0 Deadline for filing claims

All claims must be filed within thirty (30) days of the end of the month in which they are incurred. An additional thirty (30) day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty (60) days after the end of the month in which they are incurred shall require the approval of the AEA Executive Board.

Effective: December 1, 1997

Approved by AEA Executive Board 11/12/97

Approved by AEA Rep Council 1/27/97

**Alvord Educators Association
Standing Rule #6
Conference/Workshop Participant Duties**

1. Each participant will be expected to arrive at the conference or workshop in time to ensure registering for the program.
2. Each participant will be expected to attend all sessions of the conference or workshop.
3. Each participant is expected to remain through the entire conference or workshop and attend all business and/or training sessions. Failure to meet these expectations will result in a reduction of reimbursement for allowable expenses.
4. All expenses must be in accordance with AEA Standing Rules and Policies.
5. The participant must complete a Conference/Workshop Reporting Form in order to receive reimbursement for expenses for the conference or workshop attended.

I understand that as a participant my attendance is being directly funded by membership dues. I accept my responsibility to carry out the above-specified duties.

Signature: _____ Date: _____

Effective: December 1, 1997

Approved by AEA Executive Board 11/12/97
Approved by AEA Rep Council 1/27/97