

DESERT SANDS TEACHERS ASSOCIATION/CTA/NEA

STANDING RULES

I. FISCAL YEAR

The fiscal year of the Association shall begin on August 15 and end on August 14.

II. MEMBERSHIP YEAR - CHAPTER DUES CALCULATION

- A. The membership year shall begin on August 15 and end on August 14.
- B. Annual chapter dues shall be indexed to CTA dues in order to maintain eligibility for CTA Arbitration Reimbursement Funds
 - 1. \$5.00 per member of local dues money will be annually transferred to the PAC, not to exceed \$24,000 in local transfers. Should a member object in writing to the Treasurer, his or her portion of dues money designated for this transfer shall remain in the General Fund.
 - 2. \$11.00 per member of local dues money will be annually transferred to the Scholarship Fund.
 - 3. \$5.00 per member of local dues money will be annually transferred to the Arbitration Fund.

III. TRAVEL, CONFERENCES AND TRAINING

- A. Any exception or variations from the rules covering travel expenses shall be allowed only with approval of Executive Board. All expenses must receive prior approval by the Executive Board, according to the following guidelines:
- B. Travel Reimbursement:
 - 1. All requests for reimbursement must be submitted to the Association Treasurer or designee with original receipts for hotels, meals, and other costs. If receipts are missing, the expense statement will be returned to the originator and not reimbursed.
 - 2. Air Travel: Actual most economical fare with backup copy of ticket or itinerary, and payment statement as receipt required for reimbursement.
 - 3. Train, bus or transportation service: Actual fare with receipt required for reimbursement.
 - 4. Automobile: Current rate per IRS guideline by the nearest traveled highway route, not to exceed cost of coach fare is required for reimbursement.
 - a) Car-pooling may be required for reimbursement. In the case in which one person is driving alone to an event, the member must receive prior approval of the Executive Board or President for reimbursement.
 - b) The president's travel does not require carpooling.
 - 5. Rental Cars: Submit actual receipts. Economy class car rentals are required, if available. Car rental requires Executive Board approval in advance for reimbursement.

6. Mileage Reimbursement
 - a) Executive Board members, site representatives, committee chairs and active members may be reimbursed for mileage for official business, excluding monthly site representative and Executive Board meetings, with submission of complete and detailed mileage logs within (15) calendar days from which the mileage expenses were incurred.
 - b) Mileage logs must be submitted with actual miles driven using the most direct routes, documented to the tenth of a mile and not rounded up.
7. Airport shuttle: Cost of shuttles to and from the meeting site are reimbursed. Taxi or transportation service fares reimbursed only when shuttles are unavailable with statements and/or receipts.
8. Parking: Actual cost or airport or hotel parking fees are reimbursed with statements and/or receipts.
9. Lodging: Hotel costs will be reimbursed with statements and/or receipts. Single room occupancy rate may be reimbursed with approval from the Executive Board. No charges for hotel accommodations shall be allowed for travel within a radius of 75 miles of the Association office. Hotel internet may be reimbursed with approval of Executive Board or the President.
10. Personal charges such as telephone charges, valet (except where valet parking is the only option), snacks, and spouse/partner and family expenses are not reimbursed.
11. Meals will 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), up to forty-five dollars (\$45) per single meal.
 - b) No reimbursement shall be provided for meals that are included as part of the conference/workshop/meeting package.
 - c) Extra meal expenditures due to elective travel are not reimbursable.
 - d) Other expenses not reimbursed include: parties and gifts, gift cards, traffic fines, first class airfare, additional luggage overage expenses, travel insurance, inflight movies, internet, and refreshments, airline club dues, hotel room movies and snacks, laundry, phone calls and alcohol unless consumed as part of business meals.
12. No member of the Executive Board, including the President, shall promise groups or individuals expense reimbursements without approval by the Executive Board.

C. Conferences, NEA Representative Assembly, and other Training:

1. The Executive Board will identify and prioritize available conferences on the DSTA scheduling calendar with application deadlines, and determine the maximum number of attendees within the budget to be expended for priority trainings.
2. Attendees may be asked to write or present a report including highlights and new information.
3. Members attending conferences where the Association pays all or part of the cost (fees, transportation, lodging, and/or per diem) will submit a good-faith deposit in the amount of \$100.00 prior to registration, which will be returned to the member upon verification of attendance.

4. Any exceptions or variations from the above rules governing travel and other expenses shall be allowed only by the authorization of the Executive Board.

D. Selection:

1. Members requesting to attend conferences or similar activities must submit a Prior Conference Authorization Form with the Association Office Manager. Information and Prior Conference Authorization Forms are available on the Association website.
2. The President will present all requests to the Executive Board for approval.
3. Any member attending conferences or training without prior approval is responsible for his/her own expenses.
4. Prioritized selection criteria for approving requests/Prior Conference Authorization Forms:
 - a) Active membership
 - b) Timeliness of application
 - c) Members appointed on an annual basis
 - d) Representation from grade level, subject matter taught, and/or special interest
 - e) Lesser experienced DSTA members

E. Expense Advances:

1. In the case of unusually high expenses, a member may receive an advance payment. Members will submit expense forms and receipts upon return.
2. 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 Misc. Income Form for the advanced amount.

F. Conference Budgets:

The Association budget for conferences and similar activities will be developed around the number of participants authorized to attend the various CTA, NEA and service center conferences. The Executive Board may increase the number attending if revenue sources are identified and transferred. DSTA delegates attending the NEA RA will receive reimbursement of actual expenses up to the same amount as state CTA delegates receive.

IV. NON TRAVEL RELATED EXPENSES AND REIMBURSEMENT

- A. Only expenses approved by the Executive Board are eligible for reimbursement.
- B. Reimbursement of expenses will only be made upon submission of receipts for expenses accompanied by proper and complete expense forms.
- C. Non-travel requests for reimbursement must be submitted within thirty (30) calendar days of the

end of the event in which they were incurred, with the exception of summer requests, which are required within sixty (60) calendar days. The treasurer must receive receipts by the fifteenth day of each month with documentation.

- D. No member of the Executive Board shall contract or hire or terminate any employee to work for the Association without prior consent and approval of the Executive Board.
- E. Primary signatories on payments out of any account containing DSTA funds shall be the President and Treasurer. In the absence of either of these, the Vice President or Recording Secretary may be signatories. No Association member shall sign any check drawing on DSTA funds on which they are the payee.

V. OFFICIAL PUBLICATIONS AND COMMUNICATION

- A. The official publication of the Association shall be www.dsteachers.com.
- B. The President, as the chief spokesperson for the Association, may publish his/her own informational newsletter or communicate for bulletins and information.
- C. Any other publications including social media representing official DSTA communication must be approved by the Executive Board and/or the President prior to distribution or release.

VI. AUDITS

The accounts and other financial records of the Association shall be reviewed annually by an independent outside agency as selected by the Executive Board. This report of the annual audit shall then be presented by the Association Treasurer to the Representative Council for review.

VII. GRIEVANCE PROCESSING

- A. When a member believes management has violated his/her contractual rights, that member may rightfully initiate a personal grievance against the District.
- B. When filing a grievance, the Association shall:
 - 1. Follow the grievance process established in Article 9 of the DSTA-DSUSD Collective Bargaining Agreement
 - 2. Help identify the section(s) of the contract, which have been violated.
 - 3. Provide forms and monitor timelines.
 - 4. Carry grievances through the informal level, with site representatives serving as liaisons to the appropriate grade level directors.

C. Binding Arbitration and Appeals Process:

1. The Executive Board shall determine if a grievance should proceed to Level 4 (binding arbitration) within fifteen (15) days of a request from the grievant.
2. The grievant may make a presentation to the Executive Board regarding the grievance.
3. Following the decision of the Executive Board, the grievant will be notified in writing. If the request for arbitration has been denied, the reasons for such denial will be made available to the grievant. If the grievant is not satisfied with the decision of the Executive Board, the grievant may appeal to the Representative Council.
4. The Grievance Committee chair shall present any relevant information regarding the grievance to the Executive Board and/or Representative Council.
5. The grievant shall be notified in writing of the date, time, and place of the Representative Council meeting to consider an appeal for arbitration.
6. The decision of the Representative Council shall be final. Following the decision of the Representative Council, the grievant will be notified in writing.
7. The grievance chair shall be responsible for keeping copies of all paperwork relevant to the Association's contract maintenance efforts. A record of all contract maintenance activities shall be maintained in a file at the DSTA office.

- D. The Grievance Chair shall be paid the regular stipend per month for covering cases brought up during summer months. The Grievance Chair must be "on call" or have a substitute, appointed by the President, who will serve in place of the Grievance Chair at the same stipend rate.

VIII. BARGAINING AND RATIFICATION

- A. The Association will establish a Bargaining Committee to support the efforts of the Bargaining Team.
- B. The Executive Board is distinct and separate from the Bargaining Team.
- C. Selection criteria for participation on the Bargaining Team:
1. Active membership
 2. Timeliness of application
 3. Representation from grade level, subject matter taught, and/or special interest
 4. Willingness to participate in training
 5. Commitment to participate in all steps of the bargaining cycle
- D. Ratification of Collective Bargaining Agreements:
1. Ratification of all negotiated agreements shall be by a majority of all active unit members voting.
 2. As soon as practical following the conclusion of negotiations, a copy of the negotiated agreement will be made available to members.

3. No sooner than three (3) business days from the time the negotiated agreement is made available to the members, general meetings will be announced to explain and discuss the provisions in the agreement. The meetings will be held in Indio, Palm Desert, and La Quinta, on three (3) different dates and times.
4. Ratification voting procedures, meetings and timelines shall be determined by the Executive Board prior to the ratification vote, and employ a registry of active members and a ballot sign up sheet.
5. Active unit members may vote to ratify the agreement at the conclusion of these meetings, at the DSTA Office, or online, during the ratification period, as established by the Executive Board.
6. All ballots, voter sign up sheets, and ballot boxes shall be returned to the Election Committee Chairperson within three (3) business days following the last general meeting.
7. The Elections Chair shall announce the results to the membership and submit the final report to the President.

IX. DSTA SCHOLARSHIP ELIGIBILITY

- A. Graduating high school seniors must have a cumulative grade point average of at least 3.0 on the DSUSD weighted grading calculation.
- B. Currently enrolled college students must have a cumulative grade point average of at least a 2.5 on a 4.0-point system to be eligible. Eligibility continues over a period up to 4 continuous years of study, with an additional year of eligibility for those students pursuing a recognized credential.
- C. The deadline published on the current DSTA Website with the application procedure is absolute and no waivers may be granted.

X. DSTA OFFICE

- A. The following Association leaders shall be provided keys to the Association main office: President, Vice President, Recording Secretary, Treasurer, and others as needed on a temporary basis as determined by the President.
- B. The Office Manager shall be provided building, mailbox and storage keys.

XI. DSTA COMMITTEES

- A. A request for active members to serve on committees, with a list of committees and a brief description of duties, shall be made available to all members each year.

- B. Criteria for selection of committee members shall include:
 - 1. Active membership
 - 2. Desire to give the time necessary to be effective
 - 3. Representation from grade level, subject matter taught, and/or special interest
 - 4. Willingness to attend and participate in training
 - 5. Timeliness of application
 - 6. Members are appointed to committees on an annual basis

- C. Committee Chairs:
 - 1. Committee Chair stipends, amounts, and duties are listed in Appendix A of the Standing Rules. Stipends are approved as part of the budget approvals process.
 - 2. Committee Chairs may request additional stipends for extended time served, meetings, reports to the Executive Board. Details of all meeting notes, including committee minutes, members present, and actions taken, must be included in request to show cause for receipt of stipend. Only the Executive Board can authorize amounts and payment of additional stipends.

- D. Committee Reports:
 - 1. Committee chairs, and any member of DSTA holding a CTA/NEA office, shall regularly provide written reports to the Executive Board and Representative Council.
 - 2. Reports must be provided in writing 24 hours in advance and listed on the appropriate meeting agendas.

XII. DSTA REPRESENTATIVE COUNCIL

- A. Representative Council members shall attend regular monthly meetings. To be excused, representatives must contact the Association president within 24 hours of the regularly scheduled Representative Council meeting and have a designee attend the meeting in his/her place.

- B. Representatives shall maintain site bulletin boards and provide information to members following each Representative Council meeting.

- C. Representatives who attend at least eighty percent (80%) of scheduled meetings will have the DSTA portion of their annual dues reimbursed. Should Representative Council members attend less than eighty percent (80%) of regularly scheduled meetings, or miss four (4) consecutive meetings without being excused by the Association president, their position as Representative Council member shall be forfeited (immediate emergencies excluded).

- D. New Representative Council members may be required to attend training.

- E. Site based elections of Representative Council members shall be conducted annually in the month

of May. Results and documentation of site based representative elections are submitted to the office manager.

- F. Special elections of the Representative Council members shall be held as needed and according to the following guidelines:
1. If the vacancy occurs before the expiration of the current Representative Council members elected term, a special election shall be held within two weeks of announcement of vacancy or prior to the next regularly scheduled meeting of the Representative Council, whichever comes first.
 2. If a vacancy in the position of Representative Council member should exist at the beginning of a school year, a site based special election shall be held no later than the first week following the onset of the vacancy.
 3. If no unit member is chosen from the site at which the vacancy exists, the President, with the approval of the Executive Board, shall have authority to appoint an interim representative.
 4. An interim faculty representative shall not be an officer of the Executive Board, a committee chair, nor a representative from another site.
 5. The service of the interim Representative Council member shall terminate at the time a site based special election is conducted and an active unit member employed at the site is chosen to complete the remainder of the term of service.
 6. Should discrepancies about site based elections exist at the site, said special election shall be conducted by the Elections Chair or designee.

XIII. CTA State Council Representatives, Service Center Representatives, and NEA Delegates

- A. CTA State Council Representatives and alternates, San Geronio Service Center Representative and NEA Assembly delegates shall report to the Representative Council and Executive Board as directed by the Executive Board.
- B. CTA State Council Representatives and alternates shall be elected with open nomination and secret ballot.
- C. The term of office of the CTA State Council Representatives and alternate(s) shall be for three years, or as specified by CTA.
- D. NEA Assembly delegates shall be elected with open nominations and secret ballot, for a one year term.

XIV. DSTA OFFICERS AND EXECUTIVE BOARD

- A. Terms: Officers shall be elected for a term of two years, commencing on the first business day following the last regular school day of the year elected, on alternate years with the following breakdown:
1. The first group shall be composed of the President, Vice-President, and Ethnic Minority Representative and First Elementary Level Director.
 2. The second group shall be composed of the Secretary, Treasurer, and Second Elementary Director, Middle School Director, and High School Director.
- B. Vacancies:
1. A vacancy shall exist in the case of death, resignation, recall or inability to serve in any of the offices in the Association.
 2. In the event a vacancy exists, a special election of the Association shall be called to elect a successor to fill unexpired terms having at least 16 weeks (4 months) remaining in the term.
 - a) If less than 16 weeks (4 months) prior to a general election, an interim replacement will be selected from within the Representative Council by the Representative Council at a regularly scheduled meeting.
 - b) The election of an interim replacement must be included as part of the Representative Council meeting agenda and made available to the council members in advance of the meeting. The election will be conducted with regular ballots unless there is one only uncontested nominee. The nominee receiving a majority of votes from a quorum of Representative Council members in an official meeting will occupy the vacated office for the duration of the term. If the election results in a tie between two or more candidates, a runoff election will immediately take place after the ballot count is verified.
- C. Meetings:
1. All elected officers, including each Grade Level Director and Minority Representative -At-Large, shall attend regularly scheduled Executive Board meetings and Representative Council meetings unless excused by the Association President within 24 hours of said meeting, excluding emergencies.
 - a) Failure to attend at least 70% of required regular Executive Board and Representative Council meetings in a school year, may result in the rescission of their position resulting in an election for a new office to fill that position.
 - b) For each unexcused absence, officers will have a prorated portion of the monthly stipend deducted.
 2. A special meeting of the Executive Board may be held at a time different from that of any regular meeting, and convened only to consider one item of business specified in the call of the meeting. Such meeting(s) shall be called by the president but can be the result of a request by 50% of the voting members of the Executive Board. Notice shall include the time, place, and exact purpose of the meeting, and must be presented in writing to all members.

D. Duties:

1. In addition to the duties outlined in the Association Bylaws, the President attends meetings of the Board of Education of the Desert Sands Unified School District, or if unable to attend, delegates the Vice President;
2. The President supervises the activities of the Office Manager;
3. In addition to the duties outlined in the Association Bylaws, the Vice President acts as the liaison between the Executive Board and all committees; keeps a roster of all committee members, and attends Board of Education meetings in the absence of the President.
4. In addition to the duties outlined in the Association Bylaws, the Recording Secretary shall submit all minutes of official meetings to the Office Manager for reproduction and distribution when necessary, and keep an accurate roster of membership of the Association, in conjunction with the Office Manager.
5. The duties of the Grade Level Directors At-Large shall include:
 - a) Meeting with constituents and report concerns or recommendations to the Representative Council, Executive Board, or President as appropriate;
 - b) Attending all meetings of the district Curriculum Council for their grade level;
 - c) Call grade level meetings of the school Representative Council Members as required and nominate teachers to DSTA committees;
 - d) Monitoring grade level issues by surveying teachers and representatives
 - e) Carrying out other duties as assigned by the President;
 - f) Assisting grade level Representative Council Members and grievants at the “Informal” and “Level 1” steps of the grievance procedure, and communicates results to the DSTA Grievance Committee.
6. In addition to the duties outlined in the Association Bylaws, the Treasurer shall:
 - a) Attend all functions/meetings of the Executive Board and Representative Council;
 - b) Provide a written financial report for each regular meeting of the Representative Council and Executive Board, and submit the report to the Office Manager for duplication when necessary;
 - c) Be responsible for submitting membership and financial reports to CTA, NEA or other agencies as required by law;
 - d) Prepare a written financial report in the form of a balance sheet and operating statement signed and certified by the officers of the organization; and further be responsible for providing each member with a copy of this financial report upon request.
7. The Minority Representative At-Large shall:
 - a) Chair the Human Rights Committee;
 - b) Attend all functions/meetings of the Executive Board and Representative Council;
 - c) Report to the Executive Board and Representative Council;
 - d) Attend Issues Conferences and report to the Executive Board and Representatives Council;
 - e) Identify issues of importance to minorities and promote solutions; and perform other duties as assigned by the President.
8. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to communicate with DSTA membership.

XV. DSTA NOMINATIONS AND ELECTIONS

A. Elections Committee:

1. There shall be an Elections Committee charged with ensuring that elections are conducted in a fair and impartial manner.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible.
3. The Committee shall be composed of three or more non-Executive Board members, who are familiar with the unit operation, and are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Should a member become a candidate for any elected position within DSTA/CTA/NEA, said member shall abstain from participation in Elections Committee activities during the period in which he/she or his/her immediate family is a candidate.
6. The Elections Committee shall determine and advertise all election timelines. All election timelines will be submitted to the Executive Board for approval.
7. If, in the event that paper ballots are provided, and there are irregularities or more votes than signatures from any work site, or if votes are turned in after deadline, all voter materials from that site shall be sealed by the Elections Committee Chair without the votes being counted and held until the time for challenge has elapsed.
8. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.

B. Elections Procedures

1. DSTA elections will follow CTA elections guidance and standing rules.
2. DSTA elections challenges will follow CTA elections guidance and standing rules.

XVI. PARLIAMENTARIAN

- A. Prior to the first Representative Council meeting of the school year, the Executive Board may confirm the appointment (as recommended by the President) of an active member to serve as Parliamentarian for the school year.
- B. Parliamentarian will be present at the DSTA office during the time in which the Elections Committee will count ballots for all elections.
- C. The Parliamentarian will be compensated in accordance with their attendance at meetings as provided to concur with reimbursement for building representatives.

XVII. EXCEPTIONS

Any exceptions to the Association Standing Rules shall be allowed only on the approval by a recorded vote

of the Executive Board. Exceptions may not be made to Standing Rules for which “no exceptions” are expressly stated.

XVIII. ASSOCIATION BYLAWS

- A. Notice in writing of Bylaw revisions will be provided by the Governance Committee to the Representative Council following approval by the CTA Board of Directors.
- B. Bylaws shall be submitted to the Secretary and provided to all members of the Representative Council at the meeting preceding the one at which it is to be voted upon.
- C. Ratification of Bylaw revisions will be by majority vote of the Representative Council.

XIX. ASSOCIATION STANDING RULES

- A. Standing rules revisions and amendments are approved by majority vote of the Executive Board.
- B. The Representative Council may, by majority vote, offer amendments to the Standing Rules for approval by the Executive Board.
- C. All revisions and amendments to the Association’s Standing Rules must be in agreement with the Association and CTA Bylaws.