

Victor Valley Teachers Association

Local Standing Rules

A. Standing Rules Formation

1. Standing rules can be amended or changed by a simple majority of the Executive Board.

B. Executive Board Attendance

1. Executive Board members absent from four (4) regularly scheduled meetings per school year shall be considered to have vacated their position.
2. An election to fill that position will be held within thirty (30) days.

C. Other Committees As Allowed Pursuant to VVTA Bylaws Article XIV

1. Organizing Team

- a. The purpose of the Organizing Committee is to develop and maintain an organizational procedure to inform and motivate bargaining unit members (BUMs).
- b. The Organizing Team shall:
 - i. Maintain a current list of BUMs' personal information;
 - ii. Recruit and develop BUMs to help in the distribution of information to the Association members;
 - iii. Through polls and surveys, gather information regarding climate of BUMs;
 - iv. Liaise with Negotiation Team to support bargaining efforts;
 - v. Liaise with CTA to support political efforts;
 - vi. Liaise with PAC to support political efforts;
 - vii. Attend one (1) training event per year, as related to Organizing, sponsored by CTA; and
 - viii. Plan organizing events
- c. The 2nd Vice-President shall oversee the Organizing Team.
- d. The Organizing Team shall meet at least once a month, providing an agenda and minutes of said meeting to the Association Secretary.

- e. The Chairperson and/or Co-Chair of the Organizing Team shall attend the Representative Council meeting each month to report all necessary and relevant information.

2. Political Action Committee (PAC)

- a. The purpose of the PAC is to do the actual political work of the Association.
- b. The PAC shall:
 - i. Work with the CTA Political Organizer to create a campaign plan and budget;
 - ii. Create and conduct the candidate recommendation process for school board endorsements;
 - iii. Educate, agitate, and organize Association members to get involved in the campaign with the goal of winning and taking back the school district;
 - iv. Raise campaign money;
 - v. Run the campaign to get the Association-endorsed candidates elected;
 - vi. Develop and implement program to continue maintaining and building relationships with elected school board members (even those whom the Association did not endorse);
 - vii. Engage with other stakeholder groups to assist with candidate recruitment and endorsements for next election;
 - viii. Attend one (10) PAC training per year, sponsored by CTA; and
 - ix. Liaise with Organizing to disseminate information to the Association.
- c. The PAC is the legal mechanism for collecting and disbursing funds in a campaign and will complete all paperwork required by CTA and the state in a timely manner.
- d. The 1st Vice-President shall oversee the PAC.
- e. The PAC shall meet at least once a month, providing an agenda and minutes of said meeting to the Association Secretary.
- f. A member of the PAC shall attend 50% of Board of Trustee meetings.
- g. The PAC Chairperson shall attend the Representative Council meeting each month to report all necessary and relevant information.
- h. The PAC Treasurer shall:
 - i. Receive all PAC funds belonging to the Association and be responsible for their safekeeping and accounting;

- ii. Work with the PAC Chair and Association Treasurer to prepare a yearly PAC budget;
- iii. Pay out such funds as directed by the President;
- iv. Maintain records and report expenditures, when necessary, to the County Office of Elections.

3. Special Education Committee (SPED)

- a. The purpose of the SPED committee is to seek out ways to improve Special Education through a collaborative process.
- b. The SPED Committee shall:
 - i. Put forth recommendations to the Representative Council, Bargaining Team, and Executive Board regarding contract language specific to Special Education.
 - ii. Inform the Representative Council of changes in SPED law and the rights and responsibilities of Association members;
 - iii. Work for cohesive SPED environments throughout the District;
 - iv. Work with the Director of Special Programs and/or the Director of Special Education to resolve SPED issues at the sites as they arise;
 - v. Liaise with the Grievance Team when appropriate; and
 - vi. Attend at least one (1) SPED training per year as sponsored by CTA.
- c. The SPED Committee shall meet at least once a quarter, providing an agenda and minutes of said meeting to the Association Secretary.
- d. The SPED Chairperson shall attend the Representative Council meeting each month to report all necessary and relevant information.

4. Elections Committee

- a. The purpose of the Elections Committee is to ensure that all elections/ratification votes are conducted in a fair and impartial manner, including electronic voting.
- b. The Elections Committee shall:
 - i. Make an announcement of election to include:
 - 1. Office and duties of office
 - 2. Length of terms
 - 3. Election timeline

- ii. Ensure an open nomination procedure (i.e.: any active member may nominate any active member, including himself/herself) is in place;
 - iii. Provide candidates with rights/responsibilities;
 - iv. Prepare ballots using CTA alphabetical order;
 - v. Provide for absentee voting;
 - vi. Verify signature sheets with ballots received;
 - vii. Count ballots and prepare a Teller's Report;
 - viii. Report the outcome of the election to the President; and
 - ix. Maintain records for at least one (1) year after the election.
- c. The 2nd Vice-President shall oversee the Elections Committee.

5. State Council Representative and NEA Delegate Elections

- a. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or Service Center Council has been notified to do so by the CTA Elections Committee.
- b. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
- c. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines. VVTA Local Delegates to the NEA shall be elected to three (3) year terms, starting with June 20, 2024.
 - i. If the number of delegate slots is decreased during a three (3) year term, then the Local Delegate(s) with the lowest vote total(s) shall become a Successor Delegate(s) for the remainder of the term.
 - ii. If the number of delegate slots is increased during a three (3) year term or a Local Delegate resigns her/his slot, then Successor Delegate(s), in order of most votes earned, become Local Delegate(s) to fill in the open slot(s).
 - iii. If there are no Successor Delegates, an election (or vote by acclamation if the number of candidates does not exceed the number of new slots) shall be held to fill the open slots to complete the three (3) year term.

6. Multimedia Specialist

- a. The purpose of the Multimedia Specialist is to honor members and keep them informed.
- b. The Multimedia Specialist shall:

- i. Post to VVTA's social media accounts including, but not limited to, VVTA's official website, Facebook, Instagram, TikTok, etc.;
 - ii. Produce a quarterly newsletter informing the membership of important occurrences and information pertaining to the Association;
 - iii. Monitor social media accounts and notify the Executive Board and Committee Chairs of any issues involving our social media; and
 - iv. Liaise with the Executive Board and Committee Chairs to create, share, and promote Executive Board-approved media.
- c. The newsletter should include, but is not limited to:
 - i. CTA VVTA President's message;
 - ii. CTA and NEA Some Executive Board messages;
 - iii. Some VVTA Committee Chair messages;
 - iv. Spotlight on certificated employee(s);
 - v. Promotions, accomplishments, and/or awards
 - vi. Upcoming activities and/or events
- d. The newsletter shall be distributed no less than one week prior to the end of each quarter.
- e. The newsletter shall serve as a history of the Association.

7. Membership Chair

- a. The purpose of the Membership Chair is to ensure the accuracy of the Association membership. The Membership Chair shall:
 - i. Meet monthly with Treasurer to reconcile membership and dues;
 - ii. Assist in the submission of membership reports to CTA, NEA, and other agencies as required by law;
 - iii. Contact new hires with membership information and forms to attain membership in NEA, CTA, and VVTA;
 - iv. Maintain accurate list, notion active members
- b. Attend the following meetings:
 - i. At least one (1) Board of Trustees meeting per quarter,
 - ii. Monthly Rep Council meetings,

- iii. CTA/NEA meetings as directed by the President

8. LCAP Liaison

- a. The purpose of the LCAP Liaison is to ensure a seat and voice at the table in LCAP meetings and to share significant aspects of what transpires during the meetings.
- b. The LCAP Liaison shall:
 - i. Attend all district LCAP meetings;
 - ii. Inform the 1st Vice-President of all calendared district LCAP meetings;
 - iii. Provide LCAP report to the Secretary to be shared at the Representative Council Meetings

9. Grant Writer

- a. The purpose of the Grant Writer is to secure funding for the association by identifying and applying for grants that support the association's goals, initiatives, and programs.
- b. The Grant Writer shall:
 - i. Identify and research potential grant opportunities, especially from CTA grants, that align with the goals and needs of the association;
 - ii. Write clear, compelling, and persuasive grant proposals that effectively communicate the association's mission, objectives, and specific funding needs;
 - iii. Collaborate with association leadership and general membership to gather information and data necessary for grant applications;
 - iv. Prepare and submit grant applications, ensuring they meet all deadlines and adhere to the specific requirements of the grants;
 - v. Work with the association Treasurer and Committee Chairs to develop budgets for grant-funded programs and initiatives;
 - vi. Evaluate the effectiveness of grant-seeking efforts and make adjustments to the strategy as needed;
 - vii. Document and archive all grant-related correspondence, proposals, and reports;
 - viii. Addresses the association Representative Council at least once a quarter at the Representative Council meeting.
 - ix. Communicate regularly with the Executive Board to keep them informed about the status of grant applications and funding.

D. Mileage Allowances for Association Work

1. Officers of the Association

- a. Each officer shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:
 - i. President \$4,000
 - ii. 1st Vice-President \$2,500
 - iii. 2nd Vice-President \$2,500
 - iv. Secretary \$2,500
 - v. Treasurer \$2,500

2. Grievance Committee

- a. Each member of the Grievance Committee shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:
 - i. Grievance Chairperson \$1,000
 - ii. Grievance Co-Chair (1) \$500
 - iii. Grievance Team Member (up to 2) \$250

3. Bargaining Team

- a. Each member of the Bargaining Team shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:
 - i. Bargaining Chairperson \$2,000
 - ii. Bargaining Team Member (up to 5) \$1,000
 - iii. Alternate Bargaining Member (up to 3) \$350

4. Organizing Team

- a. Each member of the Organizing Team shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.

b. The mileage allowance schedule approved by the Representative Council is:

- i. Organizing Chairperson \$1,000
- ii. Organizing Co-Chair (1) \$500
- iii. Organizing Team Member (up to 4) \$250

5. PAC Team

a. Each member of the PAC shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.

b. The mileage allowance schedule approved by the Representative Council is:

- i. PAC Chairperson \$1,000
- ii. PAC Co-Chair (1) \$500
- iii. PAC Treasurer \$500

6. Special Ed. Committee (SPED)

a. Each member of the SPED Committee shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.

b. The mileage allowance schedule approved by the Representative Council is:

- i. SPED Chairperson \$1,000
- ii. SPED Co-Chair (1) \$500

7. Reduction in Force (RIF) Coordinator

a. The RIF Coordinator shall receive a mileage allowance during those times we have a reduction-in-force of the general membership of the Association, as determined by the Victor Valley Union High School District, for doing business for the members.

b. The mileage allowance schedule approved by the Representative Council is:

- i. RIF Coordinator \$750

8. Membership Chairperson

a. The Membership Chairperson shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.

b. The mileage allowance schedule approved by the Representative Council is:

- i. Membership Chairperson \$1,000

9. Elections Committee

- a. Each member of the Elections Committee shall receive a yearly mileage allowance, to be paid at the final Re. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:
 - i. Elections Chairperson \$500
 - ii. Elections Team Member (up to 3) \$250

10. Site Representative

- a. Each site representative shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. Each site shall share who they have identified as their Lead Site Representative within the first three weeks of the first day of the school year.
- c. Each site shall have a Lead Site Representative to perform these additional duties:
 - i. Coordinate the responsibilities of all their Site Representatives.
 - ii. Ensure Site Representatives complete tasks related to VVTA activities, including but not limited to, updating the VVTA site bulletin board, holding 10 minute meetings, advising and representing members about their issues, etc.
 - iii. Give site reports at Representative Council meetings.
- d. The mileage allowance schedule approved by the Representative Council is:
 - i. Site Representative \$350
 - ii. Lead Site Representative \$450

11. Multimedia Specialist

- a. The Multimedia Specialist shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:
 - i. Multimedia Specialist \$400

12. LCAP Liaison

- a. The LCAP Liaison shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:

- i. LCAP Liaison \$350

13. Grant Writer

- a. The Grant Writer shall receive a yearly mileage allowance, to be paid at the final Rep. Council meeting of the academic year, for doing business for the members.
- b. The mileage allowance schedule approved by the Representative Council is:
 - i. Grant Writer \$500
 - ii. Each Successful* Grant 10% of awarded grant not to exceed \$100