

MURRIETA TEACHERS ASSOCIATION MTA/CTA/NEA Bylaws  
(With approved revisions May 14th 2001)

**I. NAME AND LOCATION**

The name of this Association shall be the Murrieta Teachers Association (MTA) CTA/NEA in Riverside County.

**II. PURPOSES**

The primary purposes of this Association shall be:

1. To represent all members of this diverse organization in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To provide professional attitudes and ethical conduct among members;
5. To encourage cooperation and communication between the profession and the community; and
6. To foster good fellowship among members.

**III. AFFILIATION WITH THE UNITED EDUCATION PROFESSION (UEP)**

1. The Murrieta Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
2. The Murrieta Teachers Association shall be an affiliated local association of the National Education Association (NEA).

**IV. MEMBERSHIP**

1. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee of Murrieta Valley Unified School District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.
2. Membership may be granted upon initiation of payroll deduction or upon payment of annual United Education Profession (UEP) dues appropriate to the class of membership.
3. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members
4. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.

5. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
6. Active members shall adhere to The Code Ethics of the Education Profession.
7. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
8. No member of the Association may be disciplined without a due process hearing , which shall include the established appellate procedure.
9. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

## **V. DUES, FEES, AND ASSESSMENTS**

1. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
2. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Council at the last regular meeting of the school year.
3. Representation fees shall be apportioned on the same percentage basis as the full United Education Profession dues.
4. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

## **VI. POLICY-MAKING BODY**

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
2. The Representative Council shall be composed of the following Active members:
  - o Executive Board, ex officio; (non voting)
  - o Faculty Representatives elected on the basis of one-person one-vote;
  - o The following additional representatives:
    1. Elected Service Center Council Representative(s);
    2. Committee Chairpersons, ex officio;
    3. CTA State Council Representatives, if any; and
    4. Any members of the Association who hold CTA/NEA offices or committee appointments, ex officio.
3. The Representative Council shall:
  - o Establish Association policies and objectives;
  - o Adopt the annual budget of the Association on or before the first meeting of the school year;

- Approve the establishment or discontinuance of committees recommended by the Executive Board; and
  - Establish the dues of the Association
4. The Representative Council shall meet at least once during each of nine months. The number, place, and time of meetings to be decided by the Executive Board.
  5. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership.
  6. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
  7. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two working days prior to the date of the meeting.
  8. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
  9. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
  10. Members of the Representative Council shall serve a term of one year. (Except for the CTA Council Representatives whose terms are set by CTA.)

## **VII. FACULTY REPRESENTATIVES**

1. Faculty representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
2. Each faculty shall be entitled to at least one representative and shall have one representative for each fifteen Association members on the faculty.
3. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled the same representation on the Representative Council as individual school groups.
4. Faculty Representatives shall:
  - Conduct constant and ongoing Liaison between the Representative Council and the Active members of the faculty unit;
  - Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
  - Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
  - Perform such additional duties as prescribed by the Executive Board

## **VIII. OFFICERS**

1. The officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer.
2. These officers shall be and remain currently paid-up members of the UEP as a condition for nomination to and service in their respective positions during their terms of office.

3. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
4. Officers shall be elected for a term of two years, commencing on July 1.
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office.
6. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
  - o Preside at all meetings of the Association, The Representative Council and Executive Board;
  - o Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
  - o Be the official spokesperson for the Association, the Representative Council and the Executive Board;
  - o Be familiar with the governance documents of the Association, CTA, and NEA;
  - o Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
  - o Call meetings of the Association, the Representative Council and the Executive Board;
  - o Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
  - o Attend meetings of the Service Center Council of which the Association is a part; and
  - o Attend other CTA/NEA meetings as directed by the Representative Council or the Executive Board.
7. The Vice-President shall:
  - o Serve as assistant to the President in all duties of the President;
  - o Assume the duties of the President in the absence of the President;
  - o Be responsible for the formation and distribution of the Association's calendar of activities; and
  - o Serve as coordinator of committee activities at the direction of the President.
8. The Secretary shall:
  - o Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
  - o Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
  - o Keep an accurate roster of the membership of the Association and of all committees;
  - o Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
  - o Prepare ballots for all elections. f. Publish the attendance of the Representative Council and Executive Board meetings.
9. The Treasurer shall:
  - o Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;

- Pay out such funds upon orders of the Representative Council or the Executive Board;
- Prepare a written financial report for each regular meeting of the Representative Council and Executive Board
- Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
- Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

## **IX. EXECUTIVE BOARD**

1. The Executive Board shall be composed of the officers, and three members elected at large from the membership.
2. All members of the Executive Board shall be and remain members of the UEP as a condition for nomination to and service in this position.
3. The at-large members of the Executive Board shall be elected with open nominations and by secret ballot.
4. The at-large members of the Executive Board shall be elected for a term of two years, commencing on July 1.
5. Vacancies in the position of the at-large members of the Executive Board shall be deemed to exist in the case of death; resignation or inability to serve in this position. In the event of a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.
6. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
7. The duties of the Executive Board shall be to:
  - Coordinate the activities of the Association;
  - Act for the Representative Council during months when Representative Council does not meet or in absence of a Representative Council quorum;
  - Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
  - Appoint and remove bargaining team members;
  - Recommend a budget for the Association to the Representative Council;
  - Approve Committee appointments;
  - Adopt the Standing Rules for the Association; and h. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Representative Council.
8. A quorum for all meetings of the Executive Board shall consist of five members of the Executive Board.
9. Missing three (3) regularly scheduled Executive Board meetings creates a vacancy because of the member's inability to serve.
10. When an Executive Board member needs to be replaced mid-term, the president will nominate a replacement and that replacement must be approved by the Representative Council.

## **X. BARGAINING TEAM**

1. The chairperson, bargaining team, and such alternatives as the Executive Board deem necessary shall be nominated by the President and approved by the Executive Board.
2. The Executive Board shall adopt Standing Rules setting forth its selection procedures for bargaining team members, including terms of office and criteria for appointment.
3. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
4. The Executive Board, by a two thirds (2/3) majority, may remove a member of the bargaining team and appoint a replacement from the list of alternates.
5. The duties of the bargaining team are to represent and to bargain for the bargaining unit(s).
6. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to policies established by the Representative Council or the membership.
7. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Association members in that unit.
8. The bargaining team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
9. The Executive Board shall provide for the dissemination of information regarding bargaining and activities of the bargaining team to the general membership.
10. Agreements reached between the bargaining and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership.

## **XI. GRIEVANCE PROCESSING**

1. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
2. These procedures shall include, but not be limited to, the following:
  - o Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
  - o Training for handling grievances; and
  - o Evaluation of the Association's grievance policies and procedures.
3. The grievance chairperson and the committee members shall be nominated by the President and approved by the Executive Board.
4. The duties of the grievance committee are to maintain the contract, process grievances and follow the directions of the Executive Board.

## **XII. NOMINATIONS AND ELECTIONS**

1. Notification of offices open for election, nomination procedures, and election timelines shall be distributed to all members and posted in all customary and appropriate locations.

- Any Active member, at his/her request, shall have his/her name placed upon the ballot for an office of the Association.
  - The name of any Active member may be placed in nomination by any other member, with the consent of the nominee.
2. Election of officers, Executive Board members at-large, CTA State Council Representative(s), and NEA Delegates shall be conducted by secret ballot of the general membership after April 1 and before June 1 of the calendar year.
  3. Faculty Representatives shall be elected by open nominations and secret ballots by and from the Active members who are assigned to that faculty.
  4. The President shall appoint an election committee and chairperson, subject to the approval of the Executive Board, to conduct all elections of the Association.
  5. The Executive Board shall adopt Standing Rules setting forth the procedures for conducting elections.

### **XIII. RECALL ELECTIONS**

1. A recall of any person in an elective position may be initiated by a petition signed by one-third (1/3) of the Active membership of his/her particular constituency. A statement of the reasons for the proposed recall shall be part of the recall petition.
2. Each person named in the recall petition shall have the right to make a rebuttal statement, which shall be distributed to his/her constituency at least seven days before the recall election.
3. Recall elections shall be by secret ballot.

### **XIV. CTA STATE COUNCIL REPRESENTATIVES AND NEA DELEGATES**

1. All representatives to CTA State Council and the NEA Representative Assembly to which the Association is entitled shall be elected by and from the Active membership of the Association. Such elections shall be by open nominations and by secret ballot.
2. CTA State Council Representative(s) shall be elected for a term as specified by CTA.
3. NEA Delegates shall be elected for a term as specified by NEA.

### **XV. COMMITTEES**

1. Committees except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
2. Each committee shall submit periodic reports to the Executive Board and Representative Council.

### **XVI. MEETINGS OF THE GENERAL MEMBERSHIP**

1. Meetings of the Association may be called by the President, the Executive Board, the Representative Council or by written petition of twenty percent (20%) of the membership.

2. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days prior to the meeting except during crisis situations.
3. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
4. A quorum for meetings of the Association shall be a simple majority of the Active membership, registered thirty days prior to the meeting date.

#### **XVII. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, newly revised, latest edition, shall be followed at all meetings of the Association, the Representative Council and the Executive Board.

#### **XVIII. AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council provided notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and made available to all members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

**MTADISK  
CTA OFFICE  
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6/16/1995**