

BYLAWS

Chico Unified Teachers Association/CTA/NEA

ARTICLE I--NAME AND LOCATION

The name of this Association shall be the Chico Unified Teachers Association/CTA/NEA in Butte County.

ARTICLE II--PURPOSES

The primary purposes of this Association shall be:

- A. To represent its members 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;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the profession and the community; and
- G. To foster good fellowship among members.

ARTICLE III--AFFILIATION WITH THE UNITED TEACHING PROFESSION

- A. The Chico Unified Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Chico Unified Teachers Association shall be an affiliated local association of the National Education Association (NEA).

ARTICLE IV--MEMBERSHIP

- A. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of the Chico 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.
- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter/CTA/NEA dues appropriate to the class of membership.
- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. 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.
- H. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- I. 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.
- J. Persons who are interested in advancing the cause of public education but who are not eligible for any other class of membership in the Association may become Associate Members by paying NEA/CTA dues and one-half (1/2) local CUTA dues. These persons, however, are not entitled to any of the benefits afforded to the membership under the CUTA/CUSD Contract or benefits afforded to the membership under the CUTA Bylaws. These members are eligible for any benefits afforded by the NEA/CTA that are granted to Associate Members.
- K. Teachers on leave must maintain a continuing membership by paying the category three (3) dues amount.

ARTICLE V--DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.

1. The CUTA dues formula uses a three-year rolling average based on salary schedule increases. Each year, the average of the previous three years of wage increases is the percentage by which dues will increase.
 2. For example, over a three year period the salary schedule had increased 0% (2016-17), 2.46% (2017-2018), and 6.98% (2018-2019). That was a three-year rolling average of 3.15%, which was the percentage the dues increased for 2019-2020.
 3. In addition, the dues formula uses the same dues categories that CTA uses. The three categories based on FTE are:
 - a. Category 1 for members whose assignment is more than 60% (full dues);
 - b. Category 2 for members whose assignment is more than 1/3 but not more than 60% (50% dues);
 - c. Category 3 for members whose assignment is 1/3 or less or on unpaid leave (25% dues).
- B. Funding of the Chico Unified Teachers Association Political Action Committee (CUTAPAC) will be voluntary. A voluntary amount of up to \$2.00 per member per month will be placed in the account of CUTAPAC. These moneys will remain segregated from the general membership account. Members choosing not to contribute to the CUTAPAC will inform the president of CUTA by email. The president will inform CUSD payroll to divert the \$2.00 to the CUTA general fund.
1. CUTAPAC funds will only be used to:
 - a. support CUTA-endorsed CUSD School Board candidates
 - b. support CUSD school bond measures if approved by a general membership vote as per Article 14.D.
- C. If at any time the general membership has voted not to increase the dues or fees, or has voted to reduce the amount of dues or fees, and the operating expenses of the Association, the dues of the CTA and the dues of NEA exceed the monthly collected appropriations, the Executive Board shall make a recommendation on which services, compensations, or purchases need to be cut to match the monthly collected amounts. These recommendations are subject to approval by the Representative Council.
- D. The Association's portion of the basic annual dues and the representation fee for non-members shall be established by action of the membership in secret vote at the school sites. The day of voting shall be established by the Executive Board at least one month after the proposal has been addressed in the Representative Council and a notice has been sent to the general membership explaining the rationale behind the proposed increase. The proposal will pass if more than 50% of the voting membership votes in favor of the measure.
- E. 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.
- F. Special assessment fees beyond normal annual dues may be levied in the event of an emergency by a two-thirds (2/3) vote of the General Membership that are present at a special meeting following ten (10) school days notice to the Active membership.

ARTICLE VI-REPRESENTATIVE COUNCIL

- A. 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.
- B. Only elected persons can be voting members of Representative Council. Appointed committee chairs are ex officio non-voting members.
- C. The Representative Council shall be composed of the following Active members:
 1. Executive Board, ex-officio;
 2. Site Representatives, one for every ten (10) members or a major fraction thereof;
 3. The following additional representatives:
 - a. Service Center Council Representative(s), when not already serving on the Representative Council in another capacity), ex-officio non-voting
 - b. Committee Chairpersons, ex-officio non-voting

- c. Local CTA Representatives, ex-officio non-voting
- d. Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio non-voting
- D. The Representative Council shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 - 4. Establish the dues of the Association pending approval by the membership.
- E. The Representative Council shall meet on a regular basis. The number, place and time of meetings to be decided by the Executive Board, subject to the approval of the Representative Council, taking into consideration the time of employment of the members and the changing and growing needs of the District (i.e., YRE, double sessions, night school).
- F. 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.
- G. 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.
- H. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.
- I. For emergency meetings of the Representative Council, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- J. A quorum for all meetings of the Representative Council shall consist of at least one representative from a majority of the secondary schools and one from a majority of the elementary schools.
- K. Members of the Representative Council shall serve a term of one (1) year (EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES, WHOSE TERMS ARE SET BY CTA).

ARTICLE VII--SITE REPRESENTATIVES

- A. Site representatives shall be elected by and from the Active membership for each school site faculty group. Such elections shall be by open nominations and by secret ballot.
- B. Each school site faculty shall be entitled to at least one representative and shall have one representative for each ten (10) Association members on the faculty, or major fraction thereof.
- C. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups. These Representatives at Large shall be recommended by the Executive Board and approved by the Representative Council.
- D. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected or appointed replacements.
- E. Site Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
 - 3. Represent the views and input of the Active membership of the school site faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- F. A Site Representative may not conduct an election in which he/she is a candidate.

ARTICLE VIII--EXECUTIVE BOARD

- A. The Executive Board shall be composed of the officers, six (6) members elected from the elementary level and six (6) members elected from the secondary level.

- B. Only elected persons, and the immediate past president for one year, can be voting members of the Executive Board. Appointed committee chairs are ex officio non-voting members.
- C. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- D. The Elementary and Secondary members of the Executive Board shall be elected with open nominations and by secret ballot.
1. The Elementary Executive Board Representative shall be elected only by members whose assignment is over 50% at an elementary site.
 2. The Secondary Executive Board Representative shall be elected only by members whose assignment is over 50% at a secondary site.
- E. The Elementary and Secondary members of the Executive Board shall be elected for a term of two (2) years, commencing with their installation at the end of the June meeting of the Executive Board.
1. Three (3) Elementary members and three (3) secondary members shall be elected each year.
 2. If an Elementary or Secondary member of the Executive Board resigns at the end of one year, a new member shall be elected in the regularly scheduled Association election to complete the second year of the term.
- F. A vacancy on the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. In the event a vacancy occurs mid year during the first or second year of the term, at the next regular meeting the appropriate members of the Representative Council shall elect a successor to fill the position until the regularly scheduled Association election.
1. The Executive Board Representatives shall be elected according to the following guidelines:
 - a. Nominations will be made from the floor and a secret ballot election held.
 - b. The Elementary Executive Board Representative shall be elected only by members whose assignment is over 50% at an elementary site.
 - c. The Secondary Executive Board Representative shall be elected only by members whose assignment is over 50% at a secondary site.
- G. The Executive Board shall meet before 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.
- H. The duties of the Executive Board shall be to:
1. Coordinate the activities of the Association;
 2. Act for the Representative Council when the majority of unit members are not in session so that the Representative Council is not meeting;
 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 4. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
 5. Approve appointment and removal of bargaining team members;
 6. Recommend a budget for the Association to the Representative Council;
 7. Approve Committee appointments;
 8. Adopt the Standing Rules for the Association; and
 9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council;
 10. Approve memoranda of understanding (MOUs) tentatively agreed to by the Bargaining Team or the president.
- I. A quorum for all meetings of the Executive Board shall consist of a majority of the members of that body.

ARTICLE IX--OFFICERS

A. Elected Officers

- 1) The elected officers of the Association shall be a President, a Vice-President, and a Secretary-Treasurer. In addition, the immediate Past President shall serve, ex officio, as an elected officer for one year.
2. These officers shall be and remain currently paid-up local, state, and national (Active) members 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 from a list prepared by the nominating committee. Such elections shall be by open nominations and secret ballot.
4. Officers, with the exception of the President, shall be elected for a term of one (1) year, commencing with their installation at the end of the final meeting of the Executive Board of any calendar year, except the Secretary-Treasurer, whose term shall conform to the Association fiscal year. Officers may be re-elected.
 - a. The President shall be elected one year prior to commencement of their installation at the final meeting of the Executive Board in any given school year.
 - b. The purpose of the election for President being held one (1) year prior to the President's term is to allow the President-elect adequate time to prepare for the position.
 - c. If the President-elect is not already a member of the Executive Board, they will be an ex officio member of the Executive Board during the year prior to their installment as President.
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. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, the Representative Council shall elect a successor to fill the unexpired term at the next regularly scheduled meeting. Nominations shall be made from the floor and a secret ballot election held.
6. If there is an elected association position without a candidate, the Representative Council will vote on who shall hold that office. The Executive Board members or the Representative Council members shall nominate the candidates for the office.
7. The Representative Council shall vote to elect a person to the vacant office during the next regularly scheduled Representative Council meeting one month after the Association holds its normal elections.

B. Appointed Officers

1. The appointment officers of the Association shall be the Bargaining Chair, Grievance Chair, CUTAPAC Chair, Organizing/Crisis Chair, and Social/Fundraising Chair.
2. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
3. These officers shall be appointed by the President with the approval of the Executive Board.
4. Appointed officers shall serve at the pleasure of the President.
5. The appointee term of office shall run concurrent with the appointing President or officer.

C. Officers Duties and Responsibilities:

1. The President shall
 - a. Be the chief executive officer of the Association and its policy leader.
 - b. Preside at all meetings of the Association, the Representative Council and Executive Board;
 - c. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
 - d. Be the official spokesperson for the Association;

- e. Be familiar with the governance documents of the Association, CTA, and NEA;
 - f. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
 - g. Call meetings of the Association and the Executive Board;
 - h. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - i. Attend or send an appointed representative to meetings of the Service Center Council of which the Association is a part;
 - j. Attend other CTA/NEA meetings as directed by the Representative Council.
 - k. Be responsible for the formation and distribution of the Association's calendar;
 - l. Supervise the business office of the Association;
 - m. See that the chapter's financial records are audited annually;
 - n. Sign memoranda of understanding (MOUs) that have been approved by a majority vote of the Executive Board.
2. The Vice-President shall: (c-f revised 2012-2013).
- a. Serve as assistant to the President in all duties of the President;
 - b. Assume the duties of the President in the absence of the President;
 - c. Be responsible for communication of a calendar of activities to unit members during the school year.
 - d. Be responsible for public relations and maintain a positive rapport with all media outlets to maintain a positive image of CUTA in the community.
 - e. Be responsible for the forming and executing of the CUTA scholarship committee.
 - f. Be responsible for the teacher of the year award.
3. The Secretary-Treasurer shall:
- a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
 - b. 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; and
 - c. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
 - d. Present a written financial report for each regular meeting of the Representative Council and Executive Board;
 - e. Be responsible for an annual audit of the financial records of the Association and distribute a summary of this audit to the membership;
 - f. Make sure that membership and financial reports are submitted in a timely manner to CTA and all other agencies as required by law;
 - g. Make sure that an accurate membership roster of the Association is maintained in a timely manner;
 - h. Present a proposed annual budget to the Representative Council for adoption;
 - i. Make sure that all accounting/bookkeeping and membership procedures are in compliance with the CTA Accounting and Reporting Handbook for Financial Representatives and The CTA Handbook for Membership Processing Representation.
5. The Immediate Past-President shall:
- a. Advise the Executive Board and assist the President at the latter's request and retain membership on the Executive Board;
 - b. Be a voting member of the Executive Board for one year following his/her last year of elected office. In the following (second) year, after the Immediate Past-President has served as a voting member of the Executive Board, the Past-President may serve the Executive Board in

an advisory, non-voting position only, provided there is no new Immediate Past-President. This advisory position exists for just one year.

c. In the event that the Immediate Past President is also retiring from the District, the Immediate Past President shall serve the Executive Board in an advisory, non-voting position only for a period of one year following their tenure as CUTA President. If this person prefers not to serve as the Immediate Past-President during their retirement, then the position of Immediate Past-President shall remain unoccupied.

ARTICLE X--WAGES, STIPENDS, AND OFFICER RELEASE TIME

A. The President shall be reimbursed for all Association-related expenses not covered initially by the Association.

B. (1) At CUTA request, the CUTA President shall be allowed full time release time from duties in the Chico Unified School District. If necessary, CUTA will pay up to two-fifths (2/5) salary plus benefit reimbursement as agreed to in Article 10, LEAVE POLICIES, in the collective bargaining agreement.

(2) At the request, additional release time will be granted in part or whole to an Association leader or leaders at the discretion of the Executive Board on an annual basis, not to exceed a total of two-fifths (2/5). If necessary, CUTA will pay up to two-fifths (2/5) salary plus benefit reimbursement as agreed to in Article 10, LEAVE POLICIES, in the collective bargaining agreement.

C. Officers of the Association may receive release time for organizational duties as per the CUTA/CUSD Collective Bargaining Agreement—Article 10.6—with the approval of the President and notification within five (5) days to the Treasurer.

1. Any one officer may utilize up to twenty (20) of the Association release days. However, the Treasurer may take up to thirty (30) of these days for the purpose of completing the bookkeeping duties of the elected position.

2. An Executive Board member may take up to three (3) of these days for purposes of assisting during a crisis that has been declared.

D. Officers and Bargaining Team members will receive stipends in appreciation or time and work in accordance with length of time served, the experience of the individual, and benefits derived by the Association.

1. In addition to his/her normal salary from CUSD, the President shall be compensated at the following rates:

a) first year--\$8,000

b) second year--\$10,000

c) third and subsequent years--\$12,000

2. This compensation includes payment for work during those months which the President is considered to be on vacation time according to the school calendar to which s/he is assigned. It is expected that during this time the President will minimally maintain office hours as specified by the Executive Board (currently 1 p.m. to 5 p.m.).

3. The President is guaranteed a total of three (3) weeks off during the time designated as his/her vacation time according to the school calendar to which s/he is assigned. During the absence of the President, the Vice-President shall perform the duties of the office.

4. Payments to Officers, Bargaining Team members and others receiving stipends shall be made as follows:

a. The first half (1/2) shall be paid on the last day the CUTA office is open in December.

b. The second half (1/2) shall be paid on the last day the CUTA office is open in May.

5. As an alternative to the payment schedule outlined in X.D.4 above, any officer, committee chair or committee member who receives a stipend of more than \$1,000 may elect to receive his/her stipend on a nine-month basis during the months of September through May or on a twelve month basis. The request

must be made in writing to the Treasurer by September 1 to provide the time to process the first check at the end of September.

6. The following schedules shall apply:

- a. Vice-President
 - 1) first year--\$1,750
 - 2) second year--\$2,500
 - 3) third and subsequent years--\$3,500
- b. Secretary-Treasurer
 - 1) first year--\$1,200
 - 2) second year--\$1,700
 - 3) third and subsequent years--\$2,150
- c. Bargaining Chair
 - 1) first year--\$1,750
 - 2) second year--\$2,500
 - 3) third and subsequent years--\$3,500
- d. Bargaining Team (4 members)
 - 1) first year--\$1,000
 - 2) second year--\$1,500
 - 3) third and subsequent years--\$2,000

The vice chair will receive an additional \$500 per year. Also, experience as vice chair will be counted for placement as chair in the event the vice chair should replace the chair.

Bargaining Team Alternates, as approved by the Executive Board, will receive \$50 per meeting attended and may attend all meetings in a given year. (*amended 12/14/23--Rep Council Minutes*)

- e. Organizing/Crisis Chair
 - 1) first year--\$1,000
 - 2) second year--\$1,500
 - 3) third and subsequent years--\$2,000

If a standing Organizing/Crisis Committee does not exist, the Organizing/Crisis Chair will be compensated only during a time of crisis declared by the Executive Board.

During a crisis, the compensation will be on a per diem basis as follows:

- 1) \$25/day for the first thirty (30) calendar days (1-30)
- 2) \$20/day for the second thirty (30) days (31-60)
- 3) \$15/day for all calendar days over sixty (60) until a maximum of \$3,500 is reached.

- f. Social/Fund Raising Chair
 - 1) first year--\$1,000
 - 2) second year--\$1,500
 - 3) third and subsequent years--\$2,000
- g. CUTAPAC Chair
 - 1) first year--\$1000
 - 2) second year--\$1,250
 - 3) third and subsequent years--\$1,500
- h. Grievance Chair
 - 1) first year--\$1,000
 - 2) second year--\$1,250
 - 3) third and subsequent years--\$1,500
- i. Health Benefits Representative (2 members)
 - 1) first year--\$250
 - 2) second and subsequent years--\$400

7. These stipends shall become effective for the 2003-2004 school year; however, experience prior to the 2003-2004 school year shall be considered.

ARTICLE XI--BARGAINING TEAM

A. The Bargaining Team and such alternates as the Executive Board deems necessary shall be appointed by the President and approved by the Executive Board. They shall be selected on the following criteria:

1. Members shall be selected on the basis of their desire to serve and knowledge of the organization procedure;
2. They must be Active members of the Association in good standing and responsible, participating individuals;
3. The Bargaining Team shall consist of six (5) members: a chair, two (2) members from secondary sites, and two (2) members from elementary sites. A vice chair will be appointed from the existing secondary or elementary members. (currently operating under an MOU passed by E-Board--see E-Board president report on 5/30/24)

B. The chairperson of the team and the vice chair shall be appointed by the President and approved by the Executive Board.

C. The vice chair shall serve as assistant to the chair in all duties and assume the duties of the chair in his/her absence.

D. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

E. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.

F. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.

G. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board, subject to policies established by the Representative Council.

H. Unit members shall be surveyed to provide guidance in determining the contents of the proposed contract demands and the contract proposal.

I. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.

J. Agreements reached between the Bargaining Team 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, unless such ratification shall have been specifically waived or otherwise delegated by the membership.

K. Memoranda of understanding (MOUs) with CUSD may be tentatively agreed to by the Bargaining Team or the President and will go into effect if approved by a majority vote of the Executive Board.

ARTICLE XII—ORGANIZING/CRISIS COMMITTEE

A. The Organizing/Crisis Committee members shall include the Social/Fund Raising Chair and such alternates as the Executive Board deems necessary, and shall be nominated by the President and approved by the Executive Board.

B. The Organizing/Crisis Chair shall be appointed by the President and approved by the Executive Board.

1. The Organizing/Crisis Chair shall be responsible for maintaining a phone tree and/or other communication systems, putting out a newsletter at least quarterly, and maintaining an Association website. The Organizing/Crisis chair shall also serve as Crisis Chair in the event of a crisis.

C. The Executive Board may remove any member of the Organizing/Crisis Committee by a two-thirds (2/3) majority vote and appoint a replacement from the list of alternates.

D. The duties of the Organizing/Crisis Committee are to organize, communicate with, and activate the membership under the direction of the Executive Board.

E. Responsibility and authority for directing the Organizing/Crisis Committee on behalf of the Association is vested in the Executive Board subject to policies established by the membership.

F. The Organizing/Crisis Committee shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.

ARTICLE XIII--GRIEVANCE COMMITTEE

- A. The Grievance Committee and such alternates as the Executive Board deems necessary shall be nominated by the President and approved by the Executive Board.
- B. The Chair of the team shall be appointed by the President and approved by the Executive Board.
 - 1. The Grievance Chair shall execute all grievances filed by members according to the provisions established in this article.
 - 2. The Grievance Chair shall also be responsible for the analysis and, as necessary, the filing of grievances in the following areas:
 - a. Class Enrollment
 - 1) Each month, the District's class enrollment CAO Form 2 or its equivalent shall be analyzed for District compliance with class sizes listed in the CUTA/CUSD contract.
 - 2) A survey of K-12 class enrollments in all schools will be conducted at the beginning of each semester for help in analyzing the District compliance with class size requirements in the contract.
 - 3) Elementary teachers whose class enrollments are part of the fifteen (15) percent flux allowed in the contract will be notified by October 31 of each year.
 - b. Temporary FTE's
 - 1) Within the grievable time period, the Grievance Chair shall analyze the hiring of temporary FTE's to be sure the number hired does not exceed the number of FTE's on District leave.
- C. The Executive Board may remove any member of the Grievance Committee by a two-thirds (2/3) majority vote and appoint a replacement from the list of alternates.
- D. The duties of the Grievance Committee shall be:
 - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - 2. Train for handling of grievances;
 - 3. Evaluate the Association's grievance policies and procedures.
- E. The Executive Board shall adopt the procedures for grievance processing with approval of the Representative Council.
- F. These procedures shall include, but not be limited to, the following:
 - 1. CUTA/CUSD Collective Bargaining Agreement and CTA Grievance Manual.
 - 2. The following ten criteria shall be used by the Executive Board in the deliberations regarding sending a grievance to arbitration. A single factor is neither controlling nor more important than the others.
 - a. Credibility of available evidence
 - b. Remedy availability
 - c. Impact on contract maintenance or contract improvement
 - d. Setting of precedent or significant characteristics
 - e. Political considerations
 - f. Injury to unit member(s) and/or the Association
 - g. Probability of reaching goal
 - h. Probability of substantial success in arbitration
 - i. Procedural compliance
 - j. Assessment of gain potential against cost and availability of funds

ARTICLE XIV--POLITICAL ACTION COMMITTEE—CUTAPAC

A. The Chico Unified Teachers Association Political Action Committee (CUTAPAC) and such alternates as the Executive Board deems necessary shall be nominated by the President and approved by the Executive Board.

- 1. The CUTAPAC shall consist of twelve (12) members: a Chair, CUTA President, CUTA Vice-President, CUTA Secretary-Treasurer, four (4) members

from the secondary level, and four (4) members from the elementary level. They must be active members of the Association in good standing and responsible, participating individuals.

2. The Chair of the CUTAPAC shall be appointed by the President and approved by the Executive Board. The duties of the Chair shall include:

- a. Preside at all meetings of the CUTAPAC;
- b. Regularly communicate with the Chico Unified School District Board of Trustees.

3. The Executive Board may remove any member of the CUTAPAC by a two-thirds (2/3) majority vote and appoint a replacement from the list of alternates.

B. The Chico Unified Teachers Association Political Action Committee (CUTAPAC) will recommend candidates for the Chico Unified School District Board of Trustees by using a process of interviewing local candidates.

The recommendation process will follow a thorough and fair process in which:

1. A cover letter and questionnaire will be sent to all candidates;
2. All candidates returning the questionnaire will be interviewed by the CUTAPAC.
3. CUTAPAC will report interview results to the Executive Board, which must vote with a 60% majority to recommend the report to the Representative Council.
4. CUTAPAC will report the Executive Board recommendations to the Representative Council, which must vote with a 60% majority to approve the recommended list of candidates.
5. No funds or support in kind may be spent on non-recommended candidates.
6. After approval of candidates, CUTAPAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

C. CUTAPAC may recommend a position on a Chico Unified School District Board.

D. CUTAPAC may research Chico Unified School District Bonds.

1. CUTAPAC will report research results to the Executive Board, which must vote with a 60% majority to recommend the results to the Representative Council.
2. CUTAPAC will report the Executive Board recommendations to the Representative Council, which must vote with a 60% majority to approve the bond recommendation for a general membership vote.
3. A general membership vote will be held and the bond measure will be approved by a 60% vote by the membership.
4. After approval of the bond, CUTAPAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

ARTICLE XV—SOCIAL/FUND RAISING COMMITTEE

A. The Social/Fund Raising Committee members shall be nominated by the President and approved by the Executive Board.

B. The Social/Fund Raising Chair shall be appointed by the President and approved by the Executive Board.

1. The Social/Fund Raising Chair shall organize social functions and fundraisers during the year.

C. The Executive Board may remove any member of the Social/Fund Raising Committee by a two-thirds (2/3) majority vote and appoint a replacement from the list of alternates.

D. The duties of the Social/Fund Raising Committee are to plan, organize, advertise, and put on social events and fundraisers that are beneficial to the membership and/or the public under the direction of the Executive Board.

E. Responsibility and authority for directing the Social/Fund Raising Committee on behalf of the Association is vested in the Executive Board subject to policies established by the membership.

F. The Social/Fund Raising Committee shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.

ARTICLE XVI--HEALTH BENEFITS REPRESENTATIVES

A. Two (2) active members of the Association shall be nominated by the President and approved by the Executive Board to maintain contact with and represent Association interests in whatever health care organization with which CUTA is associated (such as the Joint Powers Authority—JPA).

B. At least one of the Health Benefits Representatives will act as an advisor to the Executive Board on issues concerning health care. As appointed officers, the Health Benefits Representatives shall not have votes on the Executive Board unless also serving as an elected member of that body.

C. The Executive Board may remove any Health Benefits Representative by a two-thirds (2/3) majority vote and appoint a replacement from the list of alternates.

D. The Health Benefits Representatives will attend at least 75% of the meetings of the governing body for CUTA health care.

E. The Health Benefits Representatives shall monitor any reserves in health care funds.

F. The Health Benefits Representatives shall report to the Executive Board in such form and with such frequency as the Executive Board may require.

ARTICLE XVII--COMMITTEES

A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.

B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

ARTICLE XVIII--NOMINATIONS AND ELECTIONS

A. Site Representatives shall be openly nominated and elected by secret ballot by the active members who are assigned to that school site faculty.

B. Election of officers and Executive Board members shall be conducted in the month of May by secret ballot of the general membership.

C. Nominations for office shall be made as follows:

1. Any active member, at the member's request, shall have his/her name placed upon the ballot for an office of the Association.

2. With the consent of the nominee, the name of any active member may be placed in nomination by any other member.

D. A member cannot be a candidate for more than two positions on a ballot.

E. A member cannot hold two or more elected CUTA Officer and/or Executive Board positions concurrently.

1. If a candidate wins two offices in an election, s/he must choose which s/he will fill. This choice must be communicated in writing to the current President within seven (7) days of the announcement of the election results.

2. The vacated position will be filled by the candidate who received the second highest number of votes for that position in the election.

3. The President shall inform the person who will fill the vacated position in writing prior to the installation of newly elected officers at the June Executive Board meeting.

F. The Executive Board shall adopt Standing Rules setting forth the procedures for conducting elections.

G. 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.

H. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.

I. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.

- J. The duties of the Elections Committee shall be to:
1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
 2. Establish election timelines;
 3. Develop and carry out timelines and procedures;
 4. Prepare ballots for election of officers and such other elections as may be necessary;
 5. Count the ballots and certify the results;
 6. Handle initial challenges.

ARTICLE XIX--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.

ARTICLE XX--AMENDMENTS/PROCEDURES

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. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary-Treasurer and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

ARTICLE XXI--MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.
- B. 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 before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for general membership meetings of the Association shall be those present.
- E. Voting at General Membership meetings for Contract Ratification or Strike Vote shall be conducted in the following manner:
- a. Unit members may commence voting at the conclusion of the Q and A period. The CUTA leadership will do its best to publish to the CUTA membership the approximate time voting will begin.
 - b. If a unit member is unable to attend the meeting to vote, voting will be held promptly after the General Membership meeting at the CUTA office until 8:00 PM of that day.
- F. Counting of ballots for all General Membership meeting votes:
- a. At least one CUTA officer must be present during counting.
 - b. At least one secondary teacher and one elementary teacher must be present during counting.

ARTICLE XXII--PROFESSIONAL AWARDS

- A. The Executive Board shall appoint the following committees:
1. Elementary Selection Committee:
 - a. Shall have at least three (3) members, preferably from different sites and including primary and intermediate members;
 - b. Shall include former recipient(s) whenever possible.
 2. Secondary Selection Committee
 - a. Shall have at least three (3) members;

b. Shall include former recipient(s) whenever possible with consideration to representation from all secondary schools.

B. The committee shall solicit nominations from members in March of each school year.

C. The committee shall give consideration to the following criteria:(revised 2012-2013)

1. to maintain and improve expertise in subject area taught.
2. respect of students and colleagues.
3. formal/informal leadership within the school
4. creating additional learning experiences beyond the classroom
5. How does this teacher stand out.

D. The committee shall present its recommendations to the Executive Board by the May meeting at the latest.

E. The committee shall select a person to make the presentation and, if possible, arrange for the participation of the staff and family of the recipient.

ARTICLE XXIII--INVESTMENT POLICIES OF CUTA

A. The Secretary-Treasurer may invest in the following types of accounts without prior authorization or consent of the Representative Council:

1. Savings and checking accounts in
 - a. Banks
 - b. Credit Unions
 - c. Savings and Loans

B. Any change in investments needs to be approved by the Representative Council. Renewals into the same exact account do not need prior approval of the Representative Council.

C. Investments of CUTA funds not listed in XXII.A must receive prior approval of the majority of the Representative Council.

ARTICLE XXIV--CUTA AS EMPLOYER

A. In that the Chico Unified Teachers Association should have the ability to hire individuals from outside the Association to perform certain functions for the benefit of the organization, the consent to hire and release from employment such persons shall be based upon the current needs and financial status of CUTA.

B. The Executive Board shall have the authority to hire or release individuals based on the current needs and financial status of CUTA.

1. By means of a motion as recorded in the Executive Board minutes, an Executive Board member shall make recommendations as to the nature of the need for hiring outside assistance.
2. The Executive Board shall designate the President or another individual on the Executive Board to solicit potential employees for the specified job.
3. The President or designee shall make recommendations to the Executive Board as to which individual(s) to hire and at what rate of pay. By means of a motion, the Executive Board may hire the individual(s) and will establish the rate of pay at this time. The rate of pay established by the Executive Board shall be within limits of the yearly-adopted budget, or the Executive Board may seek approval for a revised budget, inclusive of the rate of pay, with the Representative Council.
4. The Executive Board may release from employment an individual(s) by means of a motion brought forth at a meeting.

C. The President shall have the authority to hire or release individuals that are required for the management of the CUTA office. These persons shall include, but not necessarily be limited to, such individuals that handle secretarial duties, bookkeeping/accounting, maintenance of the office, maintenance of the computers and janitorial services.

1. The President shall announce to the Executive Board the intent to hire, the hiring or release of an individual.
2. The Secretary-Treasurer shall include in his/her monthly report to the Executive Board any expenses incurred due to the hiring or releasing of individuals by the President.
3. The rate of pay for these individuals shall be announced to the Executive Board and shall be within limits of the yearly-adopted budget, or the President may recommend to the Executive Board to seek approval for a revised budget, inclusive of the rate of pay, with the Representative Council.

D. Employee Duties and Responsibilities

1. Office Secretary shall:
 - a. Do such duties as designated in the Office Procedures Manual;
 - b. Other duties as necessary to serve the needs of the President and other officers of the Association.
2. Business Manager shall:
 - a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
 - b. Pay out such funds in accordance with the adopted budget and/or upon orders of the President;
 - c. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board, which should include:

1) Monthly income

2) A detailed list of monthly expenditures with notations of to whom the check was written, the amount, and the purpose:

- d. Be responsible for an annual audit of the Association's books and distributing a summary of this audit to the membership;
- e. Submit membership and financial reports in a timely manner to CTA and all other agencies as required by law;
- f. Process membership and keep an accurate roster of the membership of the Association, agency fee payers, etc.
- g. Prepare an annual budget for adoption by the Representative Council;
- h. Be in compliance with the CTA Accounting and Reporting Handbook for Financial Representatives and the CTA Handbook for Membership Processing Representatives.

3. Other employees shall:

- a. Serve as needed and directed by the President, other officers, and/or the Executive Board.

ARTICLE XXVI--PEER ASSISTANCE AND REVIEW (PAR) MEMBERS

A. Four (4) active members of the Association will be appointed by the Executive Board and approved by the Representative Council to serve as Association representatives on the Peer Assistance and Peer Review Committee as per the CUTA/CUSD Collective Bargaining Agreement.

B. The term for PAR members shall be as described in the CUTA/CUSD Collective Bargaining Agreement except that the Executive Board may remove any Association member of the Peer Assistance and Review committee by a two-thirds (2/3) majority vote and appoint a replacement from a list of alternatives with the approval of the Representative Council.

STANDING RULES

Standing Rules are the day-to-day rules by which the organization runs its meetings and business. They may be changed in order to adapt to changing conditions and policy by a simple majority vote of the Executive Board.

I. NOMINATIONS AND ELECTIONS

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee shall be appointed by the President and approved by the Executive Board.
3. The Elections Committee shall be composed of at least three members.
4. The chair of the Elections Committee shall be appointed by the President.
5. Members of the Elections Committee shall be approved by the Executive Board.
6. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all 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.
6. A 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.
If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
 - b. Date for acknowledgment of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballots will be distributed.
 - e. Date(s) when voting will take place.
 - f. Deadline date for requesting absentee ballot.

- g. Deadline date, time and place for return of ballots, including absentee ballots.
- h. Date, time and place where ballots will be counted.
- i. Date(s) that announcement of results will be made to leadership, candidates and members.
- j. Dates and timelines for run-off election, if necessary.
- k. Deadline for filing of challenges.

E. Finances

- 1. Chapter moneys 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.

F. 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 of access to a list containing the names and last known addresses of all members.
- 4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

G. Ballot

- 1. The names of the candidates shall be printed on the ballot in *(CTA election alphabet, in alphabetical order or in an order pre-selected by the unit for one year)*. 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.
- 2. The ballot shall state the name of the office, the term, and the names of the candidates.
- 3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

- 1. Each member shall receive a ballot.
- 2. Voting shall be by one or a combination of the following methods:
 - a. At School Site/Specified Voting Site

If a Site Representative is a candidate, refer to A. *Elections Committee*, 6.

1). Voting At School Site(s)/Specified Voting Site

- a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.

(1) Voter Roster – List of eligible voters.

(2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.

- b). The marked ballot must be returned to a designated site representative or ballot box.

- c). Site representatives must return all voter roster/sign-sheets and ballots to the Elections Committee by the designated date and time.

2). Voting At School Site(s)/Specified Voting Site Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a). A list of current members shall be prepared, which includes each member's name, school and home address.
- b). The voter shall be provided with the following:
 - (1). A ballot;
 - (2). Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; and deadline date for receipt of the voted ballot at the chapter office;
 - (3) (inner envelope) in which to place the voted ballot; and,
 - (4). A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c). At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d). The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e). All inner envelopes shall be placed in a separate receptacle.
- f). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

b. By mail

When the voting is conducted by mail, the procedure shall be as follows: Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1) A list of current official members shall be prepared, which includes the following: name, school and home address.
- 2) The mailing list shall exactly correspond to the current official roll of voting members.
- 3) Each voter shall be provided with:
 - a) A ballot;
 - b) Instructions on:
 - (1) Folding and placing of the ballot in the unsigned inner envelope;
 - (2) Placing of the unsigned inner envelope into the outer envelope;
 - (3) Signature and school on the outer envelope addressed to the chapter; and
 - (4) Deadline date for receipt of the voted ballot at the chapter office.
 - c) Inner envelope;
 - d) Outer return envelope, addressed to the chapter; and
 - e) Instructions on returning of the voted ballot, including the signature.
- 4) The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.

- 5) At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are off-track.
- 6) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7) All inner envelopes shall be placed in a separate receptacle.
- 8) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

I. Counting of Ballots

1. A preliminary count may take place at the voting sites.
2. 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.
3. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot;
 - b. More ballots than signatures;
 - c. Ballot submitted after deadline;
 - d. Voter not a member;
 - e. Voter's intent unclear;
 - f. Votes cast for more than number allowed;
 - g. Vote cast on unofficial ballot;
 - h. Vote cast for ineligible candidate.
4. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
5. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
6. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
7. The President shall announce the results as prescribed by the timelines.
8. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

9. The ballots and voter sign-up sheets shall be retained for one year after the election.

J. Observers

1. Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) 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.

K. 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 requirement has been violated.
 - b. Include evidence, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
3. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.
4. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
5. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

L. 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. A 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 45 school days shall be permitted to obtain the signatures of at least 10 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.
6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school 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.

M. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the 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 membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than 15 school 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.

N. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.
2. A 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 school 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.
6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 20 school 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.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Vote by Acclamation

1. Notwithstanding the above Standing Rules and Bylaws, if at the end of Nominations at the April meeting of the Representative Council only one

candidate is proposed for all positions on the slate of Elected Officers and Executive Board members, a motion may be made, seconded, and approved by vote to elect said position by acclamation. This is meant to save the chapter the time and expense of holding an uncontested election.

CHICO UNIFIED TEACHERS ASSOCIATION GENERAL FUND ALLOCATION FORM

A designated portion of CUTA dues is normally allocated to the Chico Unified Teachers Association Political Action Committee, a bipartisan political fund through which CUTA provides financial support for Chico Unified School District Board Elections and Chico Unified School District Bond Elections. Those choosing not to allocate a portion of their dues to the CUTAPAC account but instead want it to remain in the General Fund should complete this form.

Social Security Number _____ - _____ - _____

Name _____
First M.I. Last

Address _____

City Zip

**I choose not to allocate a portion of my dues to the CUTAPAC account,
and want all of my dues to remain in the CUTA General Fund.**

Signature _____ Date _____