



Claremont Faculty Association
LOCAL STANDING RULES

A. STANDING RULES FORMATION

Standing rules can be amended or changed by a simple majority of the Executive Board except regarding changes of financial matters, which must be voted on by a majority vote of the Representative Council.

B. CFA MEMBERSHIP

1. Persons eligible for membership in the Claremont Faculty Association (hereafter “CFA”) shall be individuals who are actively engaged and gainfully employed with the Claremont Unified School District
 - i. Active full-time membership includes those persons who hold a 60% or more assignment.
 - ii. Active part-time membership includes those persons who hold an assignment that is less than 60%, including faculty on unpaid leave.
2. Dues, Fees, and Assessments

The association will automatically increase a member’s annual dues to equal any increase in annual dues required by either the National Education Association (NEA) or the California Teachers Association (CTA) with which CFA is affiliated. Any combined annual increase in NEA and CTA dues greater than 3% of total annual dues will require approval of the representative council.”

C. REPRESENTATIVE COUNCIL

1. Representation on Representative Council shall be determined as follows:
 - a. One representative for each 15 members or majority fraction thereof for each of the following member groups:
 - i. Individual School sites
 - ii. Guidance Counselors
 - iii. School Psychologists
 - iv. Speech-Language Pathologists
 - v. Certificated Child Development Program Professionals
 - vi. Other (District-based TOSAs and Teachers and Nurses)
 - b. An individual member may only be counted in one of the above groups for purposes of representation on Representative Council.
2. Representative Council members shall serve a 1-year term.

Ratified by the Executive Board on 10/3/17
Ratified by the Representative Council on 10/10/17
Amended 4/2018

3. Representative Council shall be held on the second Tuesday of the month at a designated place and time. Due to holiday schedule, meetings may be changed by agreement of the Executive Board.
4. Reports by the President, Treasurer and Committee Chairs shall be presented to Representative Council.
5. Action Items submitted by committees shall be considered on the agenda under Old Business or New Business as appropriate.
6. The normal procedure for placing items of business on the Representative Council Agenda by site representatives shall be to submit the writing, in writing, at least 2 weeks in advance of the Representative Council at which it is to be considered.
7. Persons unable to meet the two-week deadline, or whose items have not been agendized, may request from the Representative Council body that an item of business be added to the Agenda prior to the adoption of the agenda at the beginning of the Representative Council meeting.

D. EXECUTIVE BOARD

1. Executive Board shall be made up of the following elected officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. 3 Members at Large
2. The immediate Past President shall serve as parliamentarian at both Executive Board and Representative Council meetings for a period of 1 year following the end of their term of service.
3. Executive Board members shall serve a 2-year term.
4. Executive Board shall be held on the first Tuesday of the month at a designated place and time. Due to holiday schedule, meetings may be changed by agreement of the Executive Board.
5. Executive Board members absent from four (4) consecutive regularly scheduled meetings shall be considered to have vacated his/her position.
6. An election to fill any open position will be held within 30 days of vacancy.

E. ELECTIONS

1. CFA shall follow the elections procedures outlined in the CTA Elections Manual and Requirements for Chapter Election Procedures.
2. Representative Council Elections
 - a. Faculty representatives must be an active member of their faculty group.
 - b. Representatives shall be elected by an open nomination process and a secret ballot vote.
 - c. An election to fill any open Representative Council vacancy will be held within 30 days of known vacancy.

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F. OFFICE MANAGER

The salary for the secretarial employee is \$825 monthly (11-month salary schedule).

G. PRESIDENTIAL CELL PHONE

1. The Association will reimburse the President for his/her personal cell phone to cover the costs of Association business.
2. The treasurer will write a yearly check to the President's cell phone company to cover the monthly stipend of \$25.
3. The President's cell phone number will be provided to unit members.

H. ASSOCIATION CREDIT CARD

1. Is in the name of "Claremont Faculty Association."
2. Policy for authorized use includes:
 - a. The credit card is to be used for CFA purchases only.
 - b. The officers authorized to make purchases with the CFA card include the President and Treasurer
 - c. The Treasurer and the President review and reconcile all purchases made with the credit card.
 - d. Supporting documentation will be managed and kept by the treasurer for all purchases made with the credit card.
 - e. The total amount of charges that can be made on the credit card without Representative Council approval is \$300.

I. STIPENDS FOR ASSOCIATION WORK

1. Officers of the Association
 - a. Each officer will receive a yearly stipend to be paid at the last Executive Board meeting of the school year.

i. President	\$600
ii. Vice-President	\$300
iii. Treasurer	\$600
iv. Secretary	\$300
v. Members-at-Large (3)	\$200
vi. Past President	\$400 (for one year)
vii. Shared Decision Making Benefits Committee Members	\$200 (2 @)
1. Grievance Committee
 - a. The Chair of the Grievance committee will receive a \$50 stipend for any month with an open grievance to be paid at the last Executive Board meeting of the school year.
2. Bargaining Team
 - a. Each member of the negotiating team will be paid a yearly stipend.

i. Bargaining Chair	\$500
ii. Each Bargaining Team Member	\$300

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3. Newsletter Editor
 - a. The Newsletter Editor will receive a yearly stipend of \$300 for four newsletters throughout the school year.
4. Website Manager
 - a. The Website Manager will receive a yearly stipend of \$200.
5. Organizing
 - a. Organizing Chair \$400
6. Elections Committee
 - a. The Chair of the Elections committee will receive a \$100 stipend for each election conducted during the school year.

J. RATIFICATION/PILOT PROGRAM VOTE PERTAINING TO CHANGES TO THE COLLECTIVE BARGAINING AGREEMENT AND/OR WAIVING RIGHTS

1. Only Active Members who are affected by the proposed changes will be eligible to vote.
2. The minimum threshold for passage is 80% of members affected by the proposed change. (Failure to vote = a NO vote)

K. GRIEVANCE PROCEDURE FOR ARBITRATION

The decision to proceed to arbitration on a grievance shall be decided by a majority vote of the voting members of the Representative Council.

L. TRAVEL REIMBURSEMENT

1. Costs related to attendance at CTA sponsored conferences shall be reimbursed in the following manner:
 - a. Hotel accommodations 2 to a room
 - b. Mileage Current IRS rate
 - a. Meals \$70 total/per day, receipts required
 - b. Hotel CTA standards
2. To promote member education and involvement, first time CTA conference attendees will be awarded a \$50 stipend for a full day and \$25 for a half day for conferences outside of school time.
3. If a unit member enrolls in a conference s/he is not able to attend, s/he will reimburse the Association for financial loss due to non-refundable registration deadlines. Exceptions must be approved by a majority vote of the Executive Board.

M. POLITICAL ACTIVITIES

1. CFA will take an active role in recommending school board candidates and positions on local education ballot measures.
2. CFA will maintain a political action committee called Claremont Teacher Action Committee (“CTAC”)
3. CTAC will maintain bylaws which must be approved by Representative Council
4. CTAC will make recommendations regarding endorsements and support to the CFA Representative Council for action.

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N. RETIREES

Unit member retirees will be awarded a CTA/NEA Retired Membership for one year at the “Honor Our Own” ceremony in the spring.

O. UNIT MEMBER CONTACT INFORMATION

1. All unit member contact information (including emails, phone numbers, Remind 101, social media, etc.) will be used for official CFA business only.
2. Contact information can be accessed and used by the Association President, Bargaining Team, Organizing Team, Claremont Teacher Action Committee (CTAC), and the Communications Committee.