

LOCAL STANDING RULES
OF THE IMPERIAL VALLEY COLLEGE CHAPTER
OF THE COMMUNITY COLLEGE ASSOCIATION,
THE CALIFORNIA TEACHERS ASSOCIATION,
AND THE NATIONAL EDUCATION ASSOCIATION
(Adopted June 2020)

A. LOCAL STANDING RULES FORMATION

Local Standing Rules can be amended or changed by a simple majority of the Executive Board.

B. EXECUTIVE BOARD MEETINGS AND ATTENDANCE

1. Meetings should be held in person if at all feasible but may be held electronically, if necessary, to complete the work of the association.
2. Executive Board members absent from four (4) consecutive regularly scheduled meetings shall be considered to have vacated his/her position unless the absences are excused by a majority of the Executive Board.
3. In the event of a vacancy, election to fill that position will be held within 30 days.

C. ELECTION OF EXECUTIVE BOARD

1. An Elections Committee shall be formed by March 15 of an election year.
2. The chair of the Elections Committee shall follow the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual* to establish the elections timeline, announcement of open positions, responsibilities of each position and length of term of office.
3. Election of officers shall be conducted prior to the 15th of May of an election year. The membership shall be notified of the offices open for election and procedures for submitting nominations no later than the 15th of April of an election year with nominations due to the election committee no later than the 1st of May of an election year. Any run-off election will be held as soon as possible but no later than the first week of June. This timeline can be adjusted with approval of the Executive Board for special circumstances and for special elections needed to fill a vacancy on the Executive Board.
4. Only active members of the Association can vote for the officers.

D. ELECTION PROCEDURES FOR ISSUES AND POLICY:

1. The Executive Board shall conduct all elections except for elections of officers and recall elections. Such elections may include, but are not limited to, contract ratification, Bylaws changes, approval of expenditures over \$2500, and guidance as to direction of negotiations.
2. Voter Eligibility: only active members can vote on issues that involve internal Association business or that involve the entire unit.
3. The forms of voting shall be decided by the Executive Board. All elections except for elections of executive officers and recall elections may be conducted by secret ballot, mail, voice vote at general meetings, a show of hands at general meetings, email or electronic vote.
4. Voting shall take place either on the main campus during the academic year, by mail outside of the academic year, or by electronic vote using a CTA approved vendor.

E. REASSIGNED UNITS, STIPENDS AND REIMBURSEMENTS FOR ASSOCIATION WORK

1. Reassigned units shall be determined by the Chapter President, with the approval of the Executive Board, at the end of the previous semester for the following semester, and the District shall be notified accordingly.
2. Officers of the Association: any officer of the Association in good standing that does not receive reassigned units shall receive a stipend of \$300 per semester for Association work.
3. Bargaining Team: Each member of the negotiating team will either receive reassigned unit(s) or a stipend during months he/she does Association business to be determined by the Chapter President with approval of the Executive Board.
4. Travel Reimbursement:
 - a. All travel by active members of the Association must be pre-approved by the Executive Board. Travel advances will not normally be approved, except in special circumstances.
 - b. Costs related to attendance at CCA/CTA/NEA sponsored conferences shall be reimbursed by the local chapter if not covered by CCA/CTA/NEA as follows:
 - i. Conference registration, if not covered by CCA/CTA/NEA.
 - ii. Hotel rates shall be based on double occupancy for members of the same gender. Members that want a single room will only be reimbursed at the

double occupancy rate. However, if there is only one member of a gender attending, a single room will be reimbursed. If there are an odd number of attendees of the same gender, one of the reimbursements will be based on a single room determined by the drawing of lots.

- iii. Mileage will be reimbursed at the current IRS rate.
 - iv. Meals will be reimbursed if they are not included in the conference for up to \$15 for each breakfast and lunch and \$35 for dinner, not including alcoholic beverages.
- c. In order to be reimbursed, members must provide a copy of the form submitted to CCA/CTA/NEA for reimbursement, as well as original itemized receipts (or copies if originals not available) which include payee and date of service. Reimbursement forms and receipts must be received by the chapter treasurer or president within sixty (60) days. Members should obtain individual receipts for all expenses if possible.
- d. If a member cannot attend a pre-approved conference which they have committed to attend and registration/reservations have been made, the member must make every effort to cancel all registrations/reservations to ensure no cost to the chapter and inform the Chapter President. The member will be responsible for any costs associated with the cancellation of the member's attendance unless extenuating circumstances can be shown subject to the determination of the Executive Board.

F. GRIEVANCE PROCEDURE

A unit member desiring to file a grievance should initially review the procedures outlined in the collective bargaining agreement to ensure that the timelines specified therein are being followed. He/she should immediately contact the faculty representative or Chapter President. Upon request, the Association shall provide continual assistance to unit members throughout the pre-arbitration levels of the grievance procedure.

The decision to proceed to mediation or arbitration on a grievance shall be decided by a majority vote of the Executive Board. If the unit member wishes to appeal the decision, they have seven calendar days to request reconsideration. The request must be in writing, include the reasons the unit member believes the matter should be reconsidered, and sent to the President. The Executive Board will review the request and conduct a majority vote. This decision is final.

G. POLITICAL ACTION COMMITTEE RULES AND REGULATIONS

1. The Political Action Committee of the Imperial Valley College Chapter of the CCA/CTA/NEA shall be known as "IVC Teachers for Excellence."

2. Purpose

- a. To inform IVC CCA/CTA/NEA members of candidates who will be seeking office as members of the Imperial Community College District Board of Trustees, to inform unit members of local, state, and national political campaigns or issues of direct concern to the members and to the interests of community college faculty and students.
- b. To serve as a voluntary funding structure through which IVC CCA/CTA/NEA members may give direct and indirect financial contributions to support or oppose local candidates for office that are deemed worthy of support or opposition from the standpoint of educational issues and without regard to partisan consideration.
- c. It is the intent of the IVC Teachers for Excellence to work in a cooperative manner with the Community College Association (CCA), the California Teachers Association (CTA), and the National Education Association (NEA).

3. Membership

- a. The committee may consist of up to ten unit members. The treasurer and chairperson of IVC Teachers for Excellence must both sign checks used for PAC purposes. The Chapter President may also be one of the signers of checks if needed. The treasurer will make financial statements available to the Chapter President and to the general membership at Executive Board Meetings and at General Meetings upon request.
- b. Any active member of IVC CCA/CTA/NEA may be appointed by the Chapter President to serve as a member or officer of IVC Teachers for Excellence, such membership to be ratified by the Executive Board of IVC CCA/CTA/NEA.
- c. The Chairperson of IVC Teachers for Excellence shall call meetings of the PAC when there is business to conduct. All members of the PAC will be notified in advance of the meetings. Unit members of IVC CCA/CTA/NEA shall be notified in advance of the time and place of regularly scheduled meetings of IVC Teachers for Excellence.

4. Officers

- a. The officers of IVC Teachers for Excellence shall be a Chairperson and a Treasurer, and such other officers as are deemed necessary by IVC Teachers for Excellence and IVC CCA/CTA/NEA.
- b. The Chairperson of IVC Teachers for Excellence shall be the currently serving IVC CCA/CTA/NEA Vice-President. The IVC Teachers for Excellence

Chairperson, in consultation with the Chapter President of IVC CCA/CTA/NEA shall appoint the Treasurer of IVC Teachers for Excellence and any additional officers as needed.

- c. The term of office shall be for the same as the Executive Board of IVC CCA/CTA/NEA.

5. Funding

- a. IVC CCA/CTA/NEA Executive Board shall determine the amount to be apportioned from the current local dues at the end of the academic year to be placed in a separate account for the IVC Teachers for Excellence. The Executive Board may determine that the fund balance in the IVC Teachers for Excellence account is sufficient to support the activities of the PAC, and transfer no money from the IVC CCA/CTA/NEA account for that year. PAC monies shall remain segregated from the general membership account.
- b. If a unit member does not wish any of their dues money to go to the IVC Teachers for Excellence, then s/he may complete the PAC Opt Out form and deliver it to the IVC CCA/CTA/NEA Treasurer. If a unit member chooses to opt out of contributing to the PAC, the appropriate portion based on that year's contribution shall remain in the IVC CCA/CTA/NEA general account.
- c. Funds of IVC Teachers for Excellence may be used to support candidates of the Imperial Community College Board of Trustees officially endorsed by the PAC and with the agreement of the Executive Board of IVC CCA/CTA/NEA.
- d. The Chairperson and Treasurer of IVC Teachers for Excellence may spend any amount up to \$300 without the previous authorization of the Executive Board of IVC CCA/CTA/NEA. Expenditures in excess of \$300 must have prior approval.
- e. The officers of the IVC Teachers for Excellence shall make regular financial reports to the Executive Board of IVC CCA/CTA/NEA and to the general membership upon request.

6. Endorsement Procedures

- a. The IVC Teachers for Excellence will endorse candidates for local or state office only if the PAC and the Executive Board of IVC CCA/CTA/NEA have taken appropriate action.
- b. The endorsement process shall involve the following steps:
 - i. The voting records, stated positions, and public actions of incumbent candidates shall be researched and evaluated by the members of IVC

Teachers for Excellence.

- ii. All candidates shall be interviewed by at least two members of IVC Teachers for Excellence to illicit their opinions on the important issues facing the community college system and California public education.
 - iii. Recommendations for endorsements shall be made by IVC Teachers for Excellence and shall be ratified by the Executive Board of IVC CCA/CTA/NEA.
- c. IVC Teachers for Excellence and IVC CCA/CTA/NEA may choose to support, oppose or neither support nor oppose any candidate for any local, state or national office, or any ballot measure in any election.
 - d. No funds of IVC Teachers for Excellence or support in kind may be spent on non-endorsed candidates or issues.
 - e. The Chapter President of IVC CCA/CTA/NEA may issue endorsement letters or statements of endorsement with reasons for the purposes of press releases or member education after the approval of the Executive Board.