



POLICIES

2008-2009

Updated June 15, 2008



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INTRODUCTION

Included in the CTA Policies Handbook are all the policies currently adopted by the governing bodies of our organization.

Any member or committee may recommend new policies or amendments to current policies to the appropriate governing body.

Board of Directors: 05/10/05

RULES FOR ADOPTING CTA POLICIES

A new policy may be considered at any meeting of the appropriate governing body by a majority vote of that body, provided that:

1. The meeting was called in accordance with the Bylaws, and
2. The members of the governing body were notified, in writing, in advance of the policy to be considered.

(Amendments changing the intent of the proposed policy will not be permissible unless advance notification of the amendment was given.)

Board of Directors: 9/15/03

RULES FOR AMENDING CTA POLICIES

A policy may be amended at any meeting of the appropriate governing body by a majority vote of that body, provided that:

1. The meeting was called in accordance with the Bylaws, and
2. The members of the governing body were notified in writing in advance (to be included in the advance packet to be distributed to the body) of:
 - a. the policy to be changed, and
 - b. the proposed change.

In order to consider a policy amendment, if advance notice is not given (as specified in # 2 above), a 2/3 vote of the members of the appropriate governing body present and voting to "suspend the rule" would be necessary.

Board of Directors: 6/1/82
Representative Council: 9/13/82

SCHEDULE OF COMPENSATION AND EXPENSES FOR THE CTA PRESIDENT

I. SALARY:

- A. Ten (10) month teacher salary times (x) 1.2 plus an annual supplement of \$2,800.
- B. The salary supplement of the President will reflect the same percentage rate as that negotiated for teacher supplements.

II. FRINGE BENEFITS:

Same as teachers, plus School Board endorsed income protection insurance or its equivalent and NEA AD & D Insurance. CTA to pay full dues for the President during term of office.

III. EXPENSE ACCOUNT:

The President shall be provided an expense account as specified in the budget to be used for Association business.

IV. SICK LEAVE:

Same as teacher - 12 days per year. Additional sick leave may be approved by the Board of Directors.

V. PAID HOLIDAYS/ANNUAL LEAVE:

- A. The days the CTA office is closed, plus additional days to bring total to 28 days off per year.
- B. It shall be the Association's Presidents responsibility to maintain a sick leave log for the district and an annual leave log for the Board of Directors.
- C. The President shall be compensated for no more than 30 days of unused annual leave at the daily rate of pay at the end of the term.
- D. This policy shall be effective on June 15, 2001

Representative Council: 4/10/89
Amended Board of Directors:

ACCOUNTS – SIGNATURES

Access to CTA accounts and deposit box requires two (2) signatures.

CHECKING ACCOUNT SIGNATURES:

- 1. President
- 2. 1st Vice President
- 3. 2nd Vice President
- 4. One Staff Member
- 5. Treasurer

Any two of the above signatures are required for payroll purposes. All other checks must be signed by the President and the Treasurer except under extenuating circumstances. It is recommended that the President and the Treasurer notify each other if either is unable to sign the checks so another officer may be called.

Board of Directors: 05/10/05

SAVINGS ACCOUNT:

- 1. President
- 2. 1st Vice President
- 3. 2nd Vice President
- 4. Treasurer
- 5. One Staff Member

SAFETY DEPOSIT BOXES:

- 1. President
- 2. 1st Vice President
- 3. 2nd Vice President
- 4. Treasurer
- 5. One Staff Member

Board of Directors: 05/10/05

BUDGET

TEAM EXPENSES:

The CTA Budget should reflect monies set aside for the expenses of bargaining team members.

Representative Council: 3/20/80

PROCEDURE CONCERNING PRESENTATION OF THE BUDGET:

- A. The Budget Committee shall be responsible for:
 - 1. The development of a no dues increase budget.
 - 2. The development of a budget based on the anticipated needs of the Association.
 - 3. The presentation of the two (2) budgets to the Board of Directors.
- B. The Board of Directors shall:
 - 1. Review the two (2) budgets presented by the Budget Committee.
 - 2. Adopt a budget to be presented to the Representative Council.
- C. The Representative Council shall adopt the budget after being presented with three (3) budgets.
 - 1. The no-dues increase budget from the Budget Committee.
 - 2. The budget based on the anticipated need of the Association prepared by the Budget Committee.
 - 3. The Board of Directors recommended budget will be placed on the floor of the Representative Council meeting for action.

Board of Directors: 01/10/05

CAPITALIZATION POLICY

All items purchased at a cost of \$1000.00 and over will be capitalized. All items purchased at a cost of under \$1000.00 will be expensed.

Board of Directors 1/02/07

STALE CHECKS

The Treasurer shall send a letter to a recipient of a CTA Check that has been issued but Not cashed for 90 days. The letter shall inform the recipient that they have 30 days to deposit the check. If the check has not been cashed after 120 days, the check shall be voided.

Board of Directors 10/4/00

NON-BUDGETED EXPENSE POLICY

The Board of Directors will not approve any non-budgeted items of \$1000 or more on the first request. When non-budgeted items are presented to the Board, the Board will direct that the non-budgeted item be sent to the Budget Committee. The Budget Committee will research the request, provide funding alternatives, and return the information to the next scheduled Board meeting for action.

Board of Directors: 05/10/05

SAFE POLICY

Vital records and software will have an offsite backup. The backup will be kept up to date on at least a daily basis.
Access to safe: will be by a bonded employee, Executive Director, CTA President, and Executive Committee

Board of Directors: 05/10/05

PROPERTY INVENTORY POLICY

An inventory of all capitalized properties of the Association with assigned locations shall be maintained. The inventory shall be audited biannually by the Budget and Finance Committees. A report should be filed with the Board annually.

Board of Directors 01/02/07

GROUNDS AND FACILITIES POLICY

All alterations or changes to the grounds or facilities will be referred to the Board or an ad hoc committee established for that specific purpose.

Board of Directors May 14, 2007

DISBURSAL OF FUNDS

The disbursement of CTA monies shall be the responsibility of the Executive Director following these procedures:

1. Expenditures are submitted to the Staff liaison responsible for that activity/committee.
2. Expenditures are then submitted to the Financial Secretary and are subject to review by the Executive Director, the President, and the Treasurer.
3. The Executive Director reviews and decides yes or no on the payment of expenditures:
 - A. If decision should be no because expenditure would exceed line item allocation, the Executive Director or the member could go to the Budget Committee requesting a recommendation to the Board for a transfer of funds. If the Budget Committee chooses to recommend no additional funding, the request may be presented directly to the Board. Time not permitting the above procedure, the request may be taken directly to the Board of Directors.
 - B. If decision should be no because the Executive Director believes that the budgeted monies should not be spent in that manner, the member(s) may make a request to the President, Treasurer and Executive Director. Subsequently, the request may be appealed directly to the Board of Directors.
 - C. Any member(s) has the right to further appeal the decision of the Board of Directors in 3 A and B above to the Representative Council.
4. Dues money shall not be used for the purchase of alcoholic beverages.

Policy language cannot reference Appendix ___ nor a see attached. What policy language is needed
GENERAL INDEBTEDNESS

- I. Ten (10) percent or Prime plus four (4) percent, whichever is higher, interest per annum will be charged on all debts to CTA exceeding a one month paycheck.

Board of Directors 9/15/03

- II. Any debt to CTA by members exceeding one (1) year will be reviewed by the Budget Committee.

Board of Directors 3/28/94

REPRESENTATIVE COUNCIL MEETINGS

ATTENDANCE:

A list of schools present at the AR meetings shall be published in the minutes.

Representative Council: 10/19/76

AGENDA:

Business items are to come during first part of Agenda following Member Concerns.

Representative Council: 11/15/79

Board of Directors: 05/10/05

LEADERSHIP REPORTS:

Leadership Reports (including Treasurer's, President, Executive Director, FEA Directors, Committee and Vice Presidents Reports) in writing if possible, otherwise five (5) minutes. Questions should be held until the end of the report. Each question and response should be limited to a maximum of two (2) minutes.

Representative Council: 1/11/88

CTA BOARD MEETINGS

TIME LIMIT:

Board meetings to begin no later than 4:45 P.M., not to exceed 8:00 P.M.

Board of Directors 2/91

ATTENDANCE:

- A. It is a duty of each Board member, as stated in our Bylaws, to attend all required meetings.
- B. In the event you are absent from a required meeting, the reason for your absence will be printed in the minutes at your request. If you notify the Secretary prior to the meeting of your absence, the reason will be included in the minutes of the meeting that you miss. Otherwise, the reason for your absence will be included in the minutes of the meeting following your absence.

Board of Directors: 6/11/84

BOARD MEETING PROCEDURES

- I. The printed Agenda shall be e-mailed to the Board members no less than three calendar days prior to the meeting.

Board of Directors: 1/02/07

II. THE MEETING WILL FOLLOW THIS FORMAT:

- A. Approval of Agenda:

Anything requiring Board action shall have been placed on the Agenda. Board members can make any addition to the Agenda. It will be added before the Board members vote on the approval of the Agenda.

- B. Minutes

- C. Prioritized Business Items:

- 1. Business items on the Agenda will be prioritized by importance before the meeting by the President.

2. The information session for each item will include presentation of the item, questions, and answers. A "question" order will be kept by the parliamentarian and no questions should be asked until the speaker is recognized by the Chair. Questions may be asked of a specific person or directed to the Chair who will determine the appropriate person to respond.
3. Parliamentary debate on the item just discussed shall begin with a motion relevant to the item. If subsequent questions arise, they shall take precedence over debate.

The first speaker will be the maker of the motion. The Chair will then call for negative debate. If no negative debate is indicated, the Chair will call for a vote. If negative debate is indicated, the speaking order will be continued as follows:

- a. negative speaker
 - b. positive speaker
 - c. negative speaker
- and so forth

When there are no more speakers for either the negative or positive position and the alternation of speakers cannot be continued, the Chair shall call for a vote. Each speaker shall clearly indicate to the parliamentarian that his/her debate is positive by holding "thumbs up" or negative by holding "thumbs down" for the purpose of establishing the prescribed speaking order.

D. Leadership Reports should be in writing if possible.

III. A two-thirds (2/3) vote will mean two-thirds (2/3) of those present and eligible to vote.

Board of Directors 4/29/91

LEADERSHIP INCENTIVE POLICY

I. The President will endeavor to send each Association officer to an NEA sponsored conference each year.

II. Each year the officers will be profiled in a biography of the leadership of the Association that is distributed to all members. These profiles will not be used during timelines of local election campaigns.

Board of Directors 2/24/92

III. Former Orange County CTA Presidents who are still active members will be refunded local CTA dues at the end of the school year .

Board of Directors: 2/13/95

IV. Incentive Plan

1. AR's will receive a \$ 6.00 reimbursement for mileage for attending each Association Representative meeting. The Directors will verify the signatures on the sign-in sheet. Payment will be made by the end of June. . The Board may establish additional or replacement incentive plans annually.
- 2.

Board of Directors 06/18/07

3. The Directors will receive a reimbursement for mileage of \$6.00 per meeting for attending AR and Board Meetings. The sign in sheet will be verification of attendance. No excused absences will receive a stipend. Payment will be made by the end of June.

Board of Directors 11/13/06

3. The Leadership Team, which consists of the 1st Vice President, 2nd Vice President and Treasurer, will receive a reimbursement for mileage of \$1000.00 per year, paid by mid-June. The reimbursement for mileage is for attending at least 80% of AR, Board and required Committee meetings. The Secretary will receive a reimbursement for mileage of \$500.00 for attending at least 80% of AR and Board Meetings and maintenance of the Association Minutes. The difference is that the Secretary is not required to serve on any committee.

Board of Directors 03 January 2007

4. Bargaining Team members will receive a \$600.00 stipend for attending 80% of all traditional summer bargaining sessions and 80% of all other bargaining sessions during the school year.

Board of Directors 03 January 2007

5. All Committee Chairs will receive a \$50.00 gift certificate for their service to the Association to be presented by the May meeting.

Board of Directors 11/13/06

6. The Parliamentarian appointed by the President (pursuant to Article III, Section V, A.4) shall receive a payment of \$6.00 for service at each Board and/or AR Council meetings, paid quarterly. The Association will provide training and support materials for the fulfillment of the position.

Board of Directors 06/18/07

AWARDS POLICY

- I. All awards and certificates given by the committees must be criterion-based and listed in the charges from the President or approved by the Board of Directors.

Board of Directors 1/27/94

NEA/AFT CONVENTION POLICY

- I. CTA will provide funding to assist delegates to attend the NEA/AFT Convention. Travel and housing arrangements will be made by the delegate. Information and assistance may be available.

Board of Directors 9/15/03

II. SECURITY DEPOSIT

A security deposit (check) in the amount of the allocation for each delegate shall be collected by the person designated. Security deposits will be filed in the finance office. Members choosing to not file a security deposit will pay their own convention expenses and file for reimbursement.

Board of Directors 11/23/92

III. DELEGATE FUNDING

- A. The Treasurer or President designee will establish funding for each delegate following these guidelines:

1. Each delegate will receive 80% funding of the allocated amount. The remainder of the allocation will be paid after the attendance penalties, if applicable, are subtracted when the delegates return home.
2. The Budget Committee shall establish a schedule of fines to be approved by the Board of Directors.

- B. Should a delegate be fined, said fine shall be deducted from any refund due the delegate. Having depleted the refund budget, any remaining fines shall be deducted from the security deposit.

Board of Directors 9/15/03

- C. Any expenses that is not a part of this policy covered by CTA must be reimbursed by the delegate or it will be deducted from the security deposit. Expenses exceeding the security deposit will be billed to the delegate.

- D. Should no fine exist for a delegate, the security deposit shall be returned to the delegate, INTACT.

- E. Delegates will be required to sit in an assigned area and check in with the President's designee at designated times.

Board of Directors 2/14/00

- IV. All security deposit monies to be refunded directly to the delegates will be mailed to the delegate's home address or, if previously arranged, be available at the CTA office, no later than one (1) month following the close of the Convention.

Board of Directors 9/15/03

FEA DELEGATE ASSEMBLY POLICY

- I. ACCOMMODATIONS: Delegate Assembly meetings in Orlando may provide rooms for elected delegates
Board of Directors 9/15/03

ROOMS

A. Payment

CTA will pay directly to the hotel, if allowed, for each delegate half the cost of a double room including tax for the approved nights (see II.).

Amended Board of Directors:

B. Assignments

The assignment of rooms shall be coordinated by staff.

1. Single rooms must be paid for in advance. Money order, check, etc. should be sent to CTA along with room request form.

Amended Board of Directors 10/23/95

2. Single rooms not paid for in advance shall meet guarantee requirements set by CTA. Otherwise single room accommodations will not be secured. Delegates requesting single rooms will be responsible for paying the difference in cost (1/2 double rate) upon checking out.

Board of Directors 10/23/95

3. Delegates canceling room reservations will be responsible for the room cost if the cancellation is after the Monday prior to the convention.

Approved Board of Directors: 10/9/95

II. ATTENDANCE

Individuals elected as delegates to the FEA Delegate Assembly should be responsible representatives of their fellow members. Therefore, attendance of delegates will be expected at all sessions and caucuses except for emergencies or extenuating circumstances. The delegates should notify the Treasurer or President or their designee of his/her absence.

Amended Board of Directors:

PRE-CONVENTION

1. Attendance statements - to be signed by all delegates will be included in delegate packets.
2. Attendance statements signed by all delegates shall be returned to CTA staff no later than the date of the delegate caucus.
3. Delegates failing to return attendance statements by the stated deadline will be replaced by alternates - when applicable.
4. If replacement becomes necessary, such action will not be subject to revocation.
5. All FEA Convention delegates will sign an agreement and will provide a security deposit, equal to the amount of cover two night's lodging which shall be returned after the convention if all obligations are met.

Amended Board of Directors:

CONVENTION

1. Designated persons along with the President and Treasurer shall serve as Group Captains and monitor the attendance of delegates at the RA.
2. Delegates leaving the floor for periods beyond reasonable expectations should clear the matter through his/her captain.
3. An article in the ADVOCATE will be printed listing delegates with 100% attendance at convention activities or with excused absences.

Board of Directors: 3/28/94

III. CONDUCT

Individuals elected as delegates to the FEA Delegate Assembly should be responsible representatives of their fellow members. As such, delegate conduct should be appropriate for the situation.

Elected officers and captains/designees shall monitor the conduct of the delegation.

Amended Board of Directors:

IV. CONVENTION ACTIVITIES

1. Whenever possible, convention activities determined to be of note shall be made available to all delegates at the Association's expense, subject to reasonable guidelines.
2. Delegates will not be compensated for activities which they elect not to attend.

Board of Directors: 3/9/87

V. DELEGATE ALLOTMENT

1. Delegates shall first be elected by all schools based upon the current formula for delegate allotment within the specified timelines.
2. Thereafter, at-large delegates/alternates shall be elected on a county-wide basis for the purpose of filling the remaining delegate allotment.
3. Alternates shall fill vacant delegate positions according to the voting hierarchy (highest to lowest) until all positions are filled or the list is exhausted.

Board of Directors: 3/9/87

VI. MEALS

Delegates may receive additional reimbursement for meals depending upon amount budgeted for the FEA Delegate Assembly.

Amended Board of Directors:

VII. MILEAGE

1. Orlando Area

If the FEA Delegate Assembly is held in the Orlando area, a delegate choosing to commute may be reimbursed round trip mileage, per day, not to exceed the allowable expenditure for room.

2. Out of Town

If the FEA Delegate Assembly is held outside of the Orlando area, transportation shall be arranged within the budgeted amount.

Board of Directors 9/15/03

VIII. VOTING

1. Delegates are expected to assume their responsibility and vote in all elections.

Board of Directors: 3/13/89

2. Any delegate failing to vote will result in a fine of \$50.00 which is to be collected by the Treasurer.

Board of Directors: 11/27/07

ALL OTHER CONFERENCES AND MEETINGS

Members selected to attend Association sponsored conferences or meetings will provide a security deposit equal to the amount of one night's lodging which will be returned after the conference.

Board of Directors: 2/13/95

IRS RULES FOR MEMBER REIMBURSEMENT/INCOME

All members receiving more than \$500.00 cumulative dollars per fiscal year from CTA will have to provide receipts documenting the expenditures of these dollars or be issued a 1099, which they will need to file for taxes. All receipts must be filed with the CTA financial associate staff person the fiscal year in which the money was disbursed.

Board of Directors 10/17/05/

SCHOLARSHIPS

I. Howard Fenner Scholarships

A. Howard Fenner Scholarships are outright grants to students who can demonstrate a genuine need for financial assistance. In order to qualify for the grant, an applicant must:

1. Be a child of a member of the Orange County Classroom Teachers Association, or other former local NEA affiliate.

2. Possess high overall qualifications, including character, scholarship and demonstration of financial need.
 3. Submit a timely application accompanied by letters of recommendation.
 4. Be eligible for graduation from an accredited high school (includes students who qualify for early admission to college and meet all other qualifications).
- B. The Scholarship fund donation will be \$4.00 per member.

Board of Directors May 14, 2007

- C. Additional contributions will be accepted throughout the year from members individually or through fund-raisers.
 - D. Letters will be sent to all high schools in the fall, announcing the Scholarship and general information about applications.
 - E. All contributions from non-members will be accepted by CTA for the Howard Fenner Scholarship; however, these contributors shall be notified that their children are not eligible to receive a scholarship.
 - F. The amount awarded for scholarships will be determined by the amount available in the budget line item for Howard Fenner Scholarship.
 - G. The Scholarship Committee shall make recommendations on how the money is to be awarded. No Awardee shall receive more than a \$3,000.00 scholarship.
- H. If the winner of a scholarship is delayed temporarily from entering college, the scholarship will be deferred for one year. If the winner will not be going to college, the scholarship will revert to an alternate. Each year, the committee will rank the alternate applicants in order of 1, 2, 3, and 4.
- I. No person would serve on the Scholarship Committee during a year that he/she has a child that is a senior in high school.

Representative Council:4/10/89
Board of Directors 2/12/96

II. Becky Miller Scholarship Fund

- A. Annually \$0.25 per member will be budgeted for the Becky Miller Scholarship Fund.
- B. This fund should be maintained in a separate (interest bearing) account and be allowed to accumulate from year to year.
- C. This fund provides scholarships for educational purposes, including advanced degrees and National Board assessment costs.
- D. Scholarships are for teachers who are members
- E. Application for a Becky Miller Scholarship Loan should be submitted on the form provided to the Scholarship Committee.
- F. Evidence of original intent attempt must be provided or the scholarship is a loan.

Board of Directors 05/14/08

SURVEYS

Copies of all surveys to be distributed to teachers shall be filed with the Elections and Surveys Committee. Survey results shall be the property of the Board of Directors. Privacy and anonymity will be respected.

Board of Directors 2000

CTA ELECTIONS

- I. Each CTA election shall be governed by the current election procedures and guidelines developed by the Elections and Surveys Committee and approved by the Board of Directors. These guidelines and procedures will supersede all past practices.

Board of Directors 12/13/2004

II. ALL ELECTIONS SHALL BE GOVERNED BY THE FOLLOWING RULES:

- A. The Elections Committee shall be responsible for the format of all ballots.
- B. Candidates or their designee shall sign off on the election ballot.
- C. Printed ballots shall be prepared for each active member of the Association whose membership is verified by the Elections Committee from official membership records
- D. The Association is responsible for issuing all ballots. No duplicate ballots will be accepted. If a member does not receive an e-mail ballot, the member must call AAA for a new one.
- E. Active members who are on leave shall be included in balloting according to the Election Committee *Procedures and Guidelines*.
- F. The Elections Committee shall have the right to determine if illegible and/or mutilated ballots will be counted.
- G. Ballots will be counted: by the Elections Committee and a final, official report will be filed with the President. Election results shall be published in the next edition of the President's Weekly Message and placed on the Website. The Elections Committee shall total and validate the elections results and present them to the President. Election results shall be published in the next edition of the President's Weekly Message and placed on the Website
- H. Election results shall be published within two (2) working days
- I. Election Recount Policy
- Any candidate may make a written request for recount to the Election Committee Chair. Requests for recount will be considered by the Election Committee. A challenge will be accepted if received within five (5) working days after certification of election results.
- I. The ballot container located at the CTA Office can not be unlocked unless at least two (2) Election Committee Members or designees are present.
- J. If no candidate receives a majority of the votes cast on the first ballot, the two candidates with the highest number of votes shall be placed on a run-off ballot.
- K. Delegates will be determined by plurality vote.

Board of Directors 12/12/05

III. DISPUTED SCHOOL ELECTIONS POLICY

When a Association Representative (AR) or a concerned member voluntarily asks for CTA assistance in conducting an election at the worksite, the CTA President will act as a mediator and advisor at the site. If the AR or concerned member is not satisfied with the advice of the CTA President, the member may appeal the decision to a committee composed of a CTA Past President, a CTA-R Board member, and the senior Board member in that district. This committee will act as mediator and advisor. Final appeal is to the AR Council.

In no case is staff to be involved in local election disputes.

Board of Directors 3/4/91

IV. SPECIAL ELECTIONS

Special elections called by the Executive Committee, of its own volition or by direction of the Representative Council, shall be governed by these regulations unless otherwise provided for by the Elections Committee.

V. APPEAL PROCESS

The results of any election may be appealed in the following manner:

- A. The appeal must be in writing, citing specific violations, to the Chairperson of the Elections Committee within five (5) working days after the publication of election results.
- B. The Elections Committee shall have the responsibility for the investigation of such an appeal.
- C. The recommendation of the Elections Committee, based upon the findings of such an investigation for the appeal, shall be made to the Board of Directors within five (5) working days of the filing of such an appeal.
- D. The decision to support or reject the recommendation of the Elections Committee rests with the Board of Directors.
- E. The appellant shall be notified in writing of the Board's decision.
- F. Appellant shall have the right to appeal the Board's decision to the AR Council at the next regularly scheduled AR meeting. The decision of the AR Council will be final.

VI. NEA AND AFT CONVENTIONS

I. NEA Convention

- A. There shall be a separate location on the Ballot for the Election of NEA Delegates. All candidates must complete the nomination form.
- B. The Election Committee shall prepare a list of votes received and using the budgeted amount of funding, determine the delegates.
- C. The delegates shall declare their intention to attend the convention prior to the end of post planning.

II. AFT Convention

- A. There shall be a separate location on the Ballot for the Election of AFT Delegates. All Candidates must complete the nomination form.
- B. Allocation of AFT Delegate positions shall be determined using the NEA Non-merged State Delegate Formula less the number of NEA local delegate positions.

Board of Directors 12/10/01

- C. The Election Committee shall prepare a list of votes received and using the budgeted amount of funding, determine the delegates.
- D. The delegates shall declare their intentions to attend the convention prior to the end of post planning.

III. Eligibility

A Delegate may attend both conventions when there is not a scheduling conflict of dates.

Board of Directors:

VII. FEA Governance Board

- A. There shall be a separate location on the Ballot for the Election of a Governance Board Director. All candidates must complete the nomination form.
- B. The length of the term of office is as designated by the FEA Constitution & Bylaws.

Amended Board of Directors 12/10/01

Entire Policy updated by Board of Directors 12/12/05

GRIEVANCES

REPRESENTATION

CTA will not represent non-members in the grievance process except in precedent setting cases as determined by the Board.

Representative Council: 6/7/77

GRIEVANCE REVIEW

- I. Contract Committee (Initial Review)
 - A. Grievances that are unresolved at Step 3 will be reviewed by the Contract Committee. The purpose is to decide if further action is warranted. The grievance will be analyzed and will include a recommendation to the CTA Board of Directors. With an affirmative vote of the CTA Board of Directors, the grievance will be appealed to arbitration.
 - B. If the Committee decides the grievance lacks merit, they will notify the grievant in writing. The grievant shall have the right to appeal the decision to the Contract Committee. The above notice shall include.
 - 1. An explanation of the Contract Committee's decision.
 - 2. Procedures for appeal of the Contract Committee's decision.
 - 3. Timelines for appeal, including the provision that if the grievant goes not notify the Contract Committee within five (5) days, he/she waives his/her right to appeal before both the Committee and the CTA Board of Directors.
 - 4. Require a letter requesting appeal which states the specific reasons why the grievant feels the grievance should be appealed to arbitration.
 - C. Failure by the grievant to follow the timelines and procedures in the above notice shall result in the grievant's waiving the right to appeal to the Committee or to the CTA Board, except in cases of emergency.
 - D. If proper notification has been made by the grievant to the Chairperson of the Contract Committee and the Contract Committee is unable to meet, the grievant shall be notified and may then appeal the Contract Committee's decision directly to the CTA Board of Directors.
 - E. A grievance that lacks merit will only come to the CTA Board of Directors if appealed first by the grievant to the Contract Committee, and if the Contract Committee rejects the appeal by the grievant.
- II. CONTRACT COMMITTEE (Appeal Review)

- A. If a grievant appeals the initial review of the Contract Committee as provided in Section I above, the Contract Committee shall meet to review the grievant's request for appeal. The grievant shall be notified in writing of the date of the Contract Committee's Appeal Review Meeting (or the waiver as provided in I. C. above) and shall be afforded the opportunity to attend and to speak to the specific reasons for the appeal.

Board of Directors: 05/10/05

- B. If the Contract Committee affirms its position that the grievance lacks merit, the grievant shall be notified in writing, by certified mail. Said notice shall include:
 - 1. An explanation of the Contract Committee's decision.
 - 2. Procedures if the grievant wishes to appeal the Committee's decision to the CTA Board of Directors.
 - 3. Timelines for appeal which will facilitate including all relevant information in the next CTA Board packet.
- C. Failure by the grievant to follow the timelines and procedures in the above notice shall result in the grievant's waiving the right to appeal, except in cases of emergency.

III. CTA BOARD MEETING PROCEDURES

- A. A grievant recommended and affirmed by the Contract Committee shall be forwarded to the Board of Directors for action. The grievant will not be present at this time.
 - a. If approved by the Board the grievance will go to arbitration.
 - b. If the Board decides the grievance lacks merit the grievant may appeal to the Board in person.

Board of Directors 9/15/03

- B. If the reconsideration of a grievance is to take place at a Board of Directors meeting, it shall be placed on the agenda. A copy of the grievance, the letter(s) sent to the grievant, and the grievant's appeal letter shall be sent to the Board of Directors prior to the meeting. The reconsideration shall be scheduled prior to the leadership reports. The grievance will first be reviewed with the Board by a staff member. The Chairperson of the Contract Committee will then discuss the grievance. The grievant will then be given an opportunity to discuss the grievance. Following any questions, the Board may decide either to affirm their previous decision or to recommend to arbitration. If a motion to appeal the grievance to arbitration is passed, the grievance would be appealed. The decision of the Board of Directors would be final.

Board of Directors 9/15/03

- IV. If it appears the contractually-provided timeline for appealing the grievance to arbitration may be missed, the proper papers for appeal may be filed pending a decision by the CTA Board.

V. NEGOTIATED RESOLUTIONS:

It is understood that a grievance may not proceed to an arbitration hearing if a resolution acceptable to the grievant and the Association can be negotiated.

Board of Directors: 5/3/82

- VI. The following procedure shall be used in making the determination for grievance representation of a non-member:

- 1. If a non-member specifically requests representation from the Association for his/her grievance, it shall be done in writing. This shall include the pertinent background information on the grievance, including its current status. The written request and information shall be sent to the Executive Director.

2. The Contract Committee will review the request for representation and make a recommendation to the Board. The determination of representation shall be the property of the Board; the Board's decision shall be final.
3. The Executive Director shall notify the non-member, in writing, of the Board's decision. If the decision is to represent the non-member, the grievance shall then be reviewed on its merits.

Representative Council: 12/6/82

CONTRACT WAIVER POLICY

- I. Contract waivers which have been properly requested by a school's/site's faculty will be received by the Contract Committee.
- II. Contract Committee will review the waiver request (within two weeks of receipt of request) to ascertain what contract language is being waived, language/plan replacing current contract language, faculty vote results, CTA member opinions at the site, impact of waiver on other schools and their staff, and the impact of the waiver on bargaining and the enforcement of contract provisions.
- III. Contract Committee will present the waiver request and their recommendations to the Board of Directors as a Special Order of Business at the next regularly scheduled or at a specially called Board meeting within no more than 15 work days.
- IV. The Board of Directors will approve or deny the waiver at the meeting of presentation and notify the requesting school.
- V. Denied waivers may be appealed to the AR Council by the affected school Association Representative(s) or by a petition of the majority of the requesting schools faculty.

Approval or denial of the waiver will be made at the AR Council meeting of presentation. The AR Council's decision will be final.

Board of Directors 11/23/92

LEGAL SERVICES POLICY

- I. Legal services funded by the CTA Board of Directors shall be provided through the United Legal Services Program.
- II. Exception to this policy must be approved by a 2/3 vote of the Board after a two (2) week written notification period.

Board of Directors 6/10/91

ADVOCATE ADVERTISING

The following parameters will apply to advertising solicited and/or accepted by CTA:

1. Advertising will not be taken from area businesses whose primary services or products of a questionable moral or ethical nature.
2. Union-shop businesses shall be encouraged to advertise.
3. Advertising shall not be accepted from any business or subsidiary on affiliate boycott lists.
4. Businesses who offer a discount to teachers may receive a 10% discount in the cost of their advertising, or may receive a larger ad for the cost of a smaller ad.
5. CTA members who own a business may receive a 10% discount on the cost of their advertising, or may receive a larger ad for the cost of a smaller ad.

- 6 Annually the Board of Directors will approve CTA items eligible to receive advertising and the type of advertisements accepted.]

Representative Council 10/7/91
Board of Directors 9/15/03

BUILDING USE

- I. Except where lease or contractual obligations exist, this policy will establish guidelines for the use of the Orange County Classroom Teacher's Association building.

II. CTA Activities

Priority for building use for CTA activities are:

1. Governance Meetings
2. Committee and Task Force Meetings
3. Caucus Meetings
4. Site-based Meetings

III. Affiliate Use

Affiliates of CTA (i.e. FEA, NEA, AFT, AFL/CIO, OESPA, CTA-R) will have priority use of the building if not in use by CTA.

IV. Use by CTA Members for private functions

1. Use of the building by CTA members will be allowed subject to Parts I, II, and III of this policy. Professional staff members and/or elected officers of the CTA will not be expected to attend meetings held outside the normal day unrelated to CTA activities.
2. Building use for non CTA activities is intended for meetings only. No social parties, weddings, etc. will be accepted. At no time will alcoholic beverages be allowed on the grounds or in the building at these functions.
3. Building use for non CTA activities will require a deposit and rental fee. The deposit and rental fee will be established by the Board of Directors and reviewed annually. Deposit and rental fees may be on varying levels depending on the type of use. All long-term rentals or leases must be approved by the Board of Directors.

Board of Directors 11, 2008

A. Security Deposit shall be \$200.00

B. Rental Fees:

- a. \$10 for staff or officer
- b. \$20 for weekday evenings
- c. \$30 for a partial weekday
- d. \$60 for a full weekend day
- e. \$10 additional for kitchen privileges.

C. Meeting rooms and kitchen are to be left in good clean order. The person renting and party will be responsible for any damage and clean up costs. Damage, clean up, and material costs incurred will be deducted from the deposit. Additional costs will be billed.

D. CTA or affiliate activities that arise may "bump" a non CTA activity.

- E. Fees may be waived by the Executive Director if the meeting purpose relates to the promotion of CTA's Goals and Objectives. If such a meeting is held and an Association staff person or an elected officer is not directly involved, a CTA member may assume the responsibility for the meeting only with the prior approval of the Executive Director.

- V. Non CTA building use by non CTA members will not be accepted.

Board of Directors 1/24/94

Keys Policy

Any member checking out a key to the building must return it within seven (7) days of the event or will be asked to pay for rekeying the building.

Board of Directors 10/07/08

OFFICE SPACE ALLOCATION

- I. Office space in the OCCTA building will be designated:

- Orange County CTA President
- Service Unit Executive Director
- Orange County CTA Officers
- Any Leased or Contractual Allocations

- II. All Service Unit staff office space will be allotted on the basis of seniority.

Board of Directors: 2/13/95

OFFICE EQUIPMENT USE

- I. Lap Top Computers

- A. The Lap Top Computers will be for official Orange CTA business only.
- B. All persons checking out a Lap Top Computer will be responsible for loss or damage.
- C. Lap Top Computers may be signed out in the order listed below:
 - 1. Staff for bargaining
 - 2. Member attending Orange CTA sponsored activities
 - 3. Committee Chairs
 - 4. President and staff
 - 5. Staff liaison to a committee or caucus
 - 6. Officers
- D. Lap Top check-outs will be from the staff member designated by the Executive Director. Anyone checking out beyond a 24-hour period of time must have prior approval from the Executive Director.
- E. The laptop computer purchased for use by the CTA Secretary must always be available to the member in that position.

Board of Directors 9/15/03

Robo-Dialer

- A. The Executive Director or President or their designee may authorize the use of the robo dialer.

Board of Directors 10/7/08

UTILIZATION OF ASSOCIATION DAYS

I. PURPOSE:

The Orange County Classroom Teachers Association, through bargaining was able to guarantee release time strictly for Association-related activities. This was negotiated to help alleviate the problem of requiring Association advocates to take personal leave for the CTA business and to lessen the restrictions of Association leave.

II. ALLOCATION:

The following allocation, while flexible, will form the basis for the utilization of the bargained Association days:

Legislative	-	20 days	Governance	-	16 days
Membership	-	8 days	Bargaining	-	7 days
Flexible	- the remainder of the days				

III. RESTRICTIONS:

Association business shall not include attendance as a delegate at FEA Delegate Assembly Convention.

IV. PROCEDURE:

An Association member wishing to use an Association day must request it in writing at least two (2) weeks in advance. Notice shall be sent to the Executive Director stating:

- A. Day or days to be used.
- B. Purpose of leave.
- C. Statement that a personal day has been used for Association business.

The CTA office will then make the necessary arrangements.

The request will be reviewed by the Executive Director, approved by the President, and if denied, said individual may appeal the decision to the CTA Board of Directors.

Re Representative Council: 12/4/89

FUND RAISING ACTIVITIES

If an approved CTA activity anticipates generating monies (exception: the revenues generated by advertising), the generation of and method for raising those monies must be approved by the Board before implementation. A request designating allocation of funds raised may be submitted simultaneously with the fund raising activity for recommendation. Any monies raised beyond expenses will go into miscellaneous income, and becomes the property of the Representative Council. Any member(s) has the right to make suggestions as to how the monies might be spent.

RESOLVING NON-FINANCIAL DISPUTES

If a disagreement of a non-financial nature occurs between the Executive Director and a member(s) concerning the implementation of a CTA activity, the member(s) may appeal the decision to the Executive Committee. If the Executive Committee concurs with the Executive Director's decision, the matter may be appealed directly to the Board of Directors.

Board of Directors: 4/25/83

ORANGE CTA BLOOD BANK

- I. Each school is to be assigned a quota of one (1) unit (pint) for the first twenty (20) members or any fraction thereof, or ten dollars (\$10) in lieu of each unit. For each additional twenty (20) CTA members or major fraction thereof (ten or more), the school shall be assigned an additional one (1) unit (pint), or ten dollars (\$10) per unit in lieu thereof.
- II. The period of eligibility shall run from September 1st through August 31st. Any CTA member, Retired CTA member, a member of the immediate family (spouse, parent, or child), or dependent member of the household, or CTA employee, is eligible to draw blood against the CTA account. Any separate charges relative to the replacement of credits to offset processing, cross-matching, administration fee, etc., shall be the responsibility of the teacher. He may not draw against the CTA account at the Blood Bank to cover such charges. Any retired teacher who was a CTA member at the time of retirement, is eligible to draw blood against the CTA account. This includes any dependent member of household or spouse.
- III. Any CTA member, Retired CTA member or his designee may give blood toward meeting a school's quota. When donating at the Central Florida Blood Bank, the donor should be certain that the contribution is credited toward the quota of his school.
- IV. Blood may be released by contacting either the CTA President, Executive Director or his designee. Before releasing blood, the following information must be provided:
 1. Name of eligible member;
 2. Name and relationship of recipient to eligible member;
 3. Name of recipient's doctor;
 4. Name of hospital; and
 5. Number of units (pints) needed.

The authorizing person shall complete form BB-1 which shall be kept in the Blood Bank ledger.
- V. The Executive Director or staff member designated by him, shall maintain a Blood Bank ledger to include the quota of each school for the current year, and any donations made toward the quota, whether by contribution of blood or of money. The Executive Director shall notify each school by October 1st of the school year of its quota for the year and any donations credited to that quota. He shall further maintain a file for all notices from the Central Florida Blood Bank.
- VI. Contributions will not be accepted from non-members to the Blood Bank program since they are not eligible to receive any benefits.

Board of Directors: 1/23/84
Representative Council: 2/6/84

POLICIES OF THE BARGAINING TEAM

- I. **BARGAINING TEAM**
 1. The Bargaining Team will serve as a representative body that reflects as near as possible, the various educational levels and disciplines of the profession.

The Bargaining Team will function as a unified group, pursuing the objectives of the Association, under the guidance and directions of the Board of Directors.

2. a) Only persons recommended by the President and approved by the Board shall be voting members of the Bargaining Team.
- b) Decisions of the Bargaining Team shall be made by consensus when possible. A majority vote shall prevail if consensus cannot be reached.
3. Staff members serving with the team will be utilized in such manner as their talents will best serve the Association in achieving the bargaining goals of the Association.
4. Selection Process:
The President, Chairperson, and Chief Negotiator shall select persons to serve on the Bargaining Team collectively. In such cases that all three fail to agree on a choice, their choice(s) and rationale shall be presented to the Board for a determination.
5. All persons serving on the Bargaining Team will serve at the pleasure of the Board of Directors.
6. The Board will have the right to remove any person from the team; such removal shall be subject to just cause and a 2/3 vote of the Board.
7. Bargaining Team members may utilize an Association Day without having first used a personal leave day.

Amended Board of Directors, 2000

II. ROLE OF THE PRESIDENT

The President shall:

1. Recommend to the Board in a timely manner:
 - a. A person to serve as Chief Negotiator, no later than December.
 - b. A person to serve as Chairperson of the Bargaining Team, no later than December.
 - c. Persons to serve on the Bargaining Team, no later than January.
2. Hold the Chief Negotiator and Chairperson, along with the team, responsible for carrying out their charges.
3. Serve as the public relations/media spokesperson regarding the bargaining effort along with the Chief Negotiator.
4. Speak to the bargaining effort along with the Chairperson and Chief Negotiator.

III. ROLE OF THE CHAIRPERSON

The Chairperson shall:

1. Be a member of the Bargaining Council.
2. Coordinate efforts to refine information supplied by the Bargaining Council.
3. Assume the primary responsibility for preparation of the bargaining package.
4. Speak to the bargaining effort prior to actual negotiations along with the President.

IV. ROLE OF THE CHIEF NEGOTIATOR

The Chief Negotiator shall:

1. Serve as the spokesperson at the bargaining table.

2. Serve as the public relations/media spokesperson regarding the bargaining effort along with the President.
3. Offer direction, information, and advice to the team.
4. Work with the team in establishing dates and times for meetings.
5. Work with the team in getting the negotiation package ready and negotiating the contract.
6. Assume primary responsibility for coordinating the bargaining effort, when bargaining commences.
7. Serve at the pleasure of the Board of Directors.
8. Speak to the bargaining effort along with the President.

BENEVOLENCE POLICY

I. BUDGET ALLOCATION AND MAINTENANCE

- A. The budget allocation shall be \$1000.00.
- B. Maintenance of the Benevolence policies shall be the responsibility of the Membership Committee.

- C. Upon notification of the hospitalization or death , the Executive Director shall assign a staff member to comply with the provisions of this policy.

Board of Directors: 05/10/05

Board of Directors 1/28/08

II. RECOMMENDATIONS

1. Hospitalization

CTA Board member: Dish Garden or appropriate gift.

CTA Board member's immediate family (spouse, child, parent, sibling, long term partner): Printed card

Association Representative: Handwritten printed card.

Staff: Flowers or appropriate gift.

FEA Elected Leader: Printed card.

CTA-Retired: Printed card.

Board of Directors: 05/10/05

2. Death

- a. Staff person or Teacher leader: Flowers or donation to designated charity, plus representation at services should be given utmost consideration.
- b. CTA member: Flowers, if timely advised by school representative, otherwise a card.
- c. FEA Elected Leader: Printed card.
- d. Active CTA-Retired: Flowers.
- e. CTA-Retired: Printed card.

3. Death in Immediate Family
 - a. Staff Person or Teacher Leader: Handwritten printed card.
 - b. FEA Elected Leader: Printed card.
 - c. CTA-Retired: Printed card.

Teacher Memoriam

At the December Association Representative Council meeting all known deaths during the current year of members, former members, and current or former staff will be read into the minutes.

Board of Directors 1/28/08

III. CRISIS FUND

- A. A crisis fund is designated for members in case of calamity. The crisis fund will be funded annually at \$.50 per member beginning in the 96-97 school year. This crisis fund should be publicized to the membership. The membership should be solicited for additional contributions.

Board of Directors 2/12/96

- B. This fund should be maintained in a separate (interest bearing) account and be allowed to accumulate from year to year.

Board of Directors 2/12/96

- C. For purposes of this fund, a crisis shall be defined as: Any unforeseen occurrence which places a member in emergency need of shelter, clothing, and living expenses beyond the member's immediate ability to provide, or other circumstances approved by the Crisis Management Committee.

- D. The OCCTA Crisis Management Committee shall consist of the 1st Vice President, the Treasurer, the President, and two directors elected by the Board at their organizational meeting. Decisions of the committee will be made by a simple majority vote, and may be obtained by the telephone to expedite response.

- E. Assistance must be requested in writing by the member and response will be made within 48 hours.

- F. For purposes of this fund the member, if approved by the Crisis Management Committee, may receive funds to cover the emergency not to exceed a cap of \$600.

Board of Directors 05/14/08

MEDIA RELATIONS

It shall be the policy of the CTA that no member shall speak for the organization to the media without prior authorization of the President.

Board of Directors: 4/9/90

TRAVEL / ACCOMODATIONS

- I. Reimbursement for transportation to approved CTA Conferences or activities will be the least expensive method between air and automobile. If a personally owned car is used, reimbursement will be made at ½

current IRS rate per mile for a single participant and IRS maximum per mile for car pools. When only one member attends an approved conference or activity, that member shall be reimbursed the IRS maximum per mile.

Board of Directors: 05/10/05

- II. Any accommodations reserved and budgeted through CTA for a member for any activity shall be paid in full for the time a member resides in the accommodation. Any reservations missed due to a member's absence will be billed to the member. Changes in reservations must be made prior to attendance.

Board of Directors 12/10/90

- III. Receipted food costs at approved CTA Conferences or activities will be reimbursed to the maximum of the NEA standard for meals per day. Any meals included in registration cost will be deducted from the daily maximum.

Board of Directors: 05/10/05

FUND FOR CHILDREN AND PUBLIC EDUCATION CONTRIBUTIONS

- I. The first five (5) dollars of membership dues contributed to Orange County Classroom Teachers Association during each membership year shall be designated as Orange FCPE (a committee of continuous existence) dues.
- II. Members choosing not to contribute must request reimbursement from the Association in writing within sixty (60) days of the receipt of the initial dues contribution each year. Reimbursement will be made within thirty (30) days of receipt of each request. Members shall be notified of this provision on a yearly basis.

Board of Directors 12/12/05

POLITICAL EXPENDITURES

- I. FCPE funds will be used for direct contributions to endorsed campaigns and political activities.
- II. After being seated, the elected official may receive further support from the CTA budget.
- III. Political activities for which CTA budget monies cannot be used will be referred to the FCPE Steering Committee.
- IV. FCPE funds expenditures must be approved by FCPE Steering Committee.

Board of Directors 12/12/05

LOBBYING

- I. Lobbyist for CTA will be selected from the Government Relations Committee, from the Orange FCPE, or from any other qualified member. Approval of the lobbyist will be done through the Government Relations Committee.
- II. Only members trained to be lobbyist will be assigned as a lobbyist.
- III. Priority for assignment as lobbyist will be given to Government Relations Committee members and Orange FCPE.

Board of Directors 12/12/05

BOARD OF DIRECTORS REDISTRICTING

- I. The Policy and By-Law Committee shall prepare all redistricting plans for the Board of Directors.

II. The Board of Board of Directors shall consist of 12 members with each Learning Community being represented by two seats (A and B) to be elected in alternate years with Seat B in even numbered years and Seat A in odd years. The Learning Community Director Seats will be elected by the Learning Community members.

Board of Directors 9/15/03

III. There shall be two At Large Seats. The At Large Seats will be elected by the entire membership

Board of Directors 9/15/03