

BYLAWS
Oxnard Educators Association/CTA/NEA

I. NAME AND LOCATION

The name of this Association shall be the Oxnard Educators Association/CTA/NEA in Ventura County.

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 unit 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 members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To raise the standards of certificated educators;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

III. AFFILIATION WITH THE CTA/NEA

- A. The Oxnard Educators Association (OEA) shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Oxnard Educators Association (OEA) shall be an affiliated local association of the National Education Association (NEA).
- C. The Oxnard Educators Association (OEA) is a non-profit incorporated employee organization.

IV. MEMBERSHIP

- A. The primary category of membership shall be Active members.
- B. 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 Oxnard 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.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.
- D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.

- E. 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.
- F. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- G. Active members shall adhere to the NEA Code of Ethics of the Education Profession and the Union Code of Conduct.
- H. 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.
- I. Any and all disciplinary matters shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the governing body. (CTA Bylaws, Article III, section 5 & 7).
- J. 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. A unit member may become an Active member at any time during the school year.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members plus carryover funds from the previous years shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, shall be established by action of the Representative Council of the Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on a same percentage basis as the Association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible. If by October 31 of any calendar year, a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name-dropped from the rolls. Membership is contingent upon dues paid. Members on unpaid leave must make provision for payment of dues.

VI. POLICY MAKING BODY - THE REPRESENTATIVE COUNCIL

- A. The policy making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 1. Voting members of the Executive Board;
 2. Faculty Representatives elected on the basis of one-person one-vote
 3. Active members of a chapter will have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly-elected Representatives or seated alternantes (CTA ByLaws, Article X, section 4).
 4. State Council Representatives:

- a) Single Chapter Representative(s) - voting members
- b) Multiple Chapter Representative(s) - ex officio, non voting member unless otherwise elected to the Representative Council (CTA ByLaws, Article V, sections 2 - 4).

C. The Representative Council shall:

- 1. Establish Association policies and objectives;
- 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
- 3. Approve the establishment or discontinuance of committees recommended by the Executive Board;
- 4. Establish the dues of the Association.

D. The Representative Council shall meet a minimum of 10 monthly meetings during each school year; the number, place, and time of meetings shall be decided by the Executive Board.

E. Special meetings of the Representative Council may be called by the President, the Executive Board, by petition of a majority of the Representative Council, or by petition of (20%) of the Active membership.

F. 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.

G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.

H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.

I. Representative Council meetings that are conducted electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary (CTA BYLaws, Article 5, section 8).

J. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

K. Members of the Representative Council shall serve a term of two (2) years, EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES WHOSE TERMS ARE SET BY CTA.

VII. FACULTY/SITE/SITE UNIT REPRESENTATIVES

A. Faculty/Site/Site Unit representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.

B. Representatives shall serve a term of 2 year(s).

C. Each Faculty/Site/Site unit shall be entitled to at least one representative, and one alternate per representative, for each twenty (20) Active members on the faculty or major fraction thereof.

D. Active members who are not represented through an individual school faculty group shall be counted as part of the District Office site unit group entitled to the same representation on the Representative Council as individual school faculty groups.

E. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by a properly elected replacement.

- F. Faculty/Site/Site Unit Representatives shall:
1. Conduct constant and ongoing liaison between the Representative Council and the Active members of faculty/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 members;
 3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose;
 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Faculty/Site/Site Unit Representative may not conduct an election in which he/she is a candidate.

VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.
- B. 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.
- C. These officers shall be elected by and from the Active membership of the Association. Such elections shall be by open nominations and secret ballot.
- D. Commencing on August 1 of any calendar year Officers shall be elected for a term of two (2) years.
- E. 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, a special election shall be held to elect successors to fill the unexpired terms.
- F. The President shall be the chief executive officer of the Association and its policy leader.

The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association and may appoint someone else on special circumstances;
4. Be familiar with the governance documents of the Association/ CTA/NEA;
5. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board and the Representative Council;
6. Call meetings of the Association, Representative Council and the Executive Board;
7. Propose the procedures for grievance processing for ratification by the Executive Board and Representative Council;
8. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
9. Attend meetings of the Service Center Council of which the Association is a part;
10. Attend other CTA/NEA meetings as directed by the Representative Council;
11. Prepare a monthly calendar to be presented to the Representative Council.
12. Order the payments of funds necessary (as outlined in the CTA Treasurer's Handbook) (CTA ByLaws, Article V11, section7).

G. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Association's calendar of activities and the preparation of the OEA Newsletter (**or Newsletter designee**) to communicate information generated by Representative Council meetings, Standing and Ad Hoc Committees or other pertinent information. The Newsletter will be published every other month.
4. Serve as coordinator of committee activities at the direction of the President.

H. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the members of Representative Council, Executive Board and to the membership when appropriate;
3. Keep an accurate roster of membership of the Association and all committees;
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

I. The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Provide a written financial report for each regular meeting of the Representative Council Executive Board;
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership;
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law;
6. Supervise and prepare the annual budget by May 1 in order to present to the May Executive Board meeting and the May Representative Council meeting for approval by the Representative Council at the June meeting.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers, and three (3) Directors elected from the Active membership. One (1) Jr. High Director will be elected by the junior high members, two (2) Elementary Directors will be elected by elementary members, as long as this complies with the "one person – one vote rule." There shall be a director for every 200 members within Elementary and Middle school directors.
- B. The past president may serve on the Executive Board for one (1) year subsequent to the term completed. The past president shall be a non-voting member.
- 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 members of the Executive Board shall be elected with open nominations and by secret ballot.
- E. Commencing on August 1 of any calendar year members of the Executive Board shall be elected for a term of two (2) years.
- F. Vacancies in the position of Directors of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days.

G. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times, as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.

H. The duties and responsibilities of the Executive Board are:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
4. Approve appointment and removal of bargaining team members by a 2/3 vote;
5. Recommend a budget for the Association to the Representative Council;
6. Approve all appointments to committees, including chairpersons;
7. Adopt the Standing Rules for the Association;
8. Adopt grievance procedure;
9. Direct the grievance activities of the Association;
10. 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;
11. Appoint, evaluate, and remove employees of the Association, fix their compensation, prescribe their duties and require such agreements and bonds as may be necessary to insure faithful service;
12. Provide representation of the Association at School Board meetings;
13. Serve as liaison to school sites for faculty council and OEA meetings.

I. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

X. 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 Active 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. General membership meetings that are conducted electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and be heard by the entire membership, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.

XI. BARGAINING TEAM

A. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.

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

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

- D. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
- E. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- F. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- 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 Active membership.
- H. Employees in the bargaining unit(s) shall be surveyed to help determine contents of the proposed contract demands, and the contract proposal for the unit(s) shall be approved by Active members in that unit.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the bargaining team to the general membership.
- 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 Active membership in the appropriate unit(s), unless such ratification shall have been specifically waived or otherwise delegated by the Active membership.

XII. GRIEVANCE PROCESSING

- A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include but not be limited to the following:
 1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
 2. Training for handling grievances;
 3. Evaluation of the Association's grievance policies and procedures.

XIII. NOMINATIONS AND ELECTIONS

The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*.

The chapter president must provide Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or elections policy allowing such a practice.

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
 1. Open nomination procedure;
 2. Secret ballot;
 3. All Active member vote;
 4. Record of voters receiving or casting ballots;
 5. Majority vote, unless otherwise specified.
- C. 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.

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

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

F. The duties of the Elections Committee shall be to:

1. Ensure that all Association/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.

XIV. 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.

C. The Executive Board shall direct the activities of all committees, subject to the policies established by Representative Council.

XV. 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.

XVI. AMENDMENT 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 and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

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