

STANDING RULES

Standing Rule 1

Statement of Mission and Goals

The Ventura Education Support Professionals Association (VESPA) shall adopt a "Statement of Mission and Goals" as follows:

MISSION STATEMENT: "Working together we stand strong, united for all, now and for the future!"

GOALS:

1. Negotiate a fair and equitable agreement annually for all bargaining unit members.
2. Provide union representation to all bargaining unit members regardless of job classification or hours assigned.
3. Provide opportunities for professional development for all bargaining unit members.

Standing Rule 2

Authorization of Delegates/Attendees to Conventions and Special Meetings

1. **Representation Authority.** No bargaining unit member shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless such representation has been approved by the Executive Board.
2. **Reimbursement of Expenses.** The Executive Board shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association.
3. **Bargaining Unit Member Expense Reimbursement Policy.**

A. Travel

- i) **PLANE:** Actual, most economical coach fare (with copy of airline ticket required as receipt).
- ii) **TRAIN OR BUS:** Actual fare (with receipt).
- iii) **AUTO:**
 - (a) Mileage will be at the current IRS rate and will be paid for round trip by shortest route. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - (b) Mileage to and from the members' home airport at current IRS rate.
- iv) **SHUTTLE/TAXI:** The Association may provide transportation from the Association office to the airport or other destination. If the Association provides transportation, no other transportation costs will be reimbursed. If the Association does not provide transportation, the bargaining unit member will be reimbursed for the cost of the fare and tip (with receipt). If there is no hotel shuttle from the destination airport, shuttle or taxi fare

shall be reimbursed (with receipt).

v) PARKING: Actual costs of airport parking and hotel parking (with receipt).

B. Lodging

- Half the cost of a double-occupancy hotel room (with copy of actual hotel bill as receipt). Those wishing a single room must pay the full cost of the room except for extenuating circumstances which must be approved in advanced by the Executive Board. Circumstances may include but are not limited to physically challenged or other medical reasons (with a doctor's note). With the exception of the VESPA President, who has the option of a single room at no charge to Him or Her.
- Room assignments will be made by the Executive Board.
- With the approval of the Executive Board, VESPA will assume the additional lodging expense if another VESPA roommate is not available.
- If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- Personal charges such as laundry, valet, telephone calls, snacks, water, drinks and entertainment are not reimbursable.
- A maximum of six dollars (\$6.00) per day/per room for portage is reimbursable.

C. Meals

- Reimbursement for a meal is not allowed when a meal is provided by VESPA/CTA/NEA.
- Actual amounts paid including tax and tip, not to exceed \$80.00 total for any one day will apply (no more than \$40 per any one meal).
- Itemized receipts are required for all meal reimbursement.
- Meals are defined as breakfast, lunch, and dinner (includes food, non-alcoholic beverage, tax and tip).
- Maximum tip reimbursable is 18%.

D. Cancellation Policy

- Once a member has given confirmation (via contact/email) to attend a VESPA, CTA, or NEA function, VESPA assumes no financial responsibility should member cancel beyond the established deadline.

E. Advances and Reimbursement Policy

- Advance requests must be submitted no later than five business days prior to travel. All advance requests will be reviewed by the Treasurer and President.
- All claims must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating

circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval by the Executive Board.

- Members must reimburse VESPA for any Advances within the above timeline unless an extension has been submitted in writing to and approved by the Executive Board.
- Members who fail to reconcile their outstanding balance based on our policy above, will no longer be eligible for any advance funding. Once a balance has been reconciled VESPA will fund the member's travel, however no future advances will be issued to that member.
- Any variance to the above rules must be approved by the Executive Board.

F. Attendance/Responsibility at VESPA Funded Event

A member selected or elected to attend a VESPA funded event:

- 1) must participate in all sessions/meetings, failure to do so will result in limited opportunities to attend future events;
- 2) must complete and submit a "Conference Reporting" form within 30 days of attendance.

Standing Rule 3

Nominations and Elections

1. The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Elections Procedures* published annually with the *CTA Elections Manual*.
2. The office of President and Secretary are for two-year terms with elections run in even numbered years. The Office of Vice President and Treasurer are for two-year terms with elections run in odd numbered years. (In reference to By Laws section IX, item D; In case of vacancies in any office, please refer to By Laws, section IX, item E).
3. The District is comprised of fourteen zones. One Director from within each zone shall be elected for a two-year term. Elections shall be conducted in even years for even numbered zones, and in odd years for odd numbered zones.
4. By laws state one person one vote rule be followed therefore there can be no co-positions for either Executive Board or Council of Directors.

Standing Rule 4

Grievance Procedures

1. The decision to submit a grievance to arbitration rests solely on the VESPA Executive Board.
2. The Grievance Chairperson shall make a recommendation to the Executive Board whether to carry a grievance to arbitration. In making the determination, such decision shall be made upon reasonable, objective and non-discriminatory grounds.
3. The President shall communicate the decision of the Executive Board to the grievant. If the grievant is unsatisfied with the decision he/she/they may appeal the decision directly to the Executive Board.

Standing Rule 5

Survivor Benefits

If a member or their spouse passes away, a check for \$500 will be sent to the surviving party.

Standing Rule 6

Committees

The Association has established the following committees:

- **Budget** - the Budget committee is comprised of the Association Treasurer as the Chair, and the other Executive Officers. The responsibility of this committee is to create the annual Budget of the Association, and present it to the Council of Directors for ratification prior to June 30 of each year.
- **Communications** - the Communications committee is comprised of one Chair and two committee members. The responsibility of this committee is to maintain all communications via web site, newsletter, e-newsletter, and social network communications.
- **Elections** - the Elections committee is comprised of one Chair and a minimum of two members. No member of the Council of Directors may serve on this committee. For the responsibilities of this committee please refer to the CTA election manual.
- **Grievance** - the Grievance committee is comprised of one Chair and a minimum of two members. The responsibility of this committee is to protect the contract.
- **Membership** - the Membership committee is comprised of one Chair and a minimum of two members. The responsibility of this committee is to ensure timely distribution of membership cards, including requesting replacement of cards when needed.
- **Negotiations** - the Negotiations committee is comprised of one Chair and six (6) members. No member of the Council of Directors may serve on

this committee. The responsibility of this committee is to negotiate a fair and equitable Contract Of Agreement.

- **Organizing** (Member Engagement Team) - the Organizing committee is comprised of one Chair and no more than five (5) members. The responsibility of this committee is to continuously engage members around Association goals, and to support the Negotiations Committee.
- **Political Action** - the Political Action committee is comprised of one Chair, a Treasurer, and no more than three (3) members. For the responsibilities of this committee please refer to Standing Rules 9 & 10.
- **Professional Growth** - the Professional Growth committee is comprised of one Chair, two (2) VESPA members, and two (2) VUSD Administrators . The responsibility of this committee is to meet quarterly to review and make determinations on forms received.
- **Public Relations** - the Public Relations committee is comprised of one Chair, and no more than three (3) members. The responsibility of this committee is to plan and organize Association member events.
- **Scholarship** - the Scholarship committee is comprised of one Chair and no more than two (2) members. The responsibility of this committee is to update the scholarship application and distribute to all VUSD high schools annually. Once the application deadline has passed, the committee reviews all applications and determine the awardees. Committee to approve up to four \$1,000 scholarships.
- **Sick Leave** - the Sick Leave committee is comprised of one Chair and no more than two (2) committee members. The responsibility of this committee is to receive and evaluate all letter/paperwork associated with requests for use of the Sick Leave Bank.

Expenditures

1. Any expenditure over \$20 from a Committee budget must have written pre-approval by the President or his/her designee.
2. Committees added after adoption of the budget and allocation will receive funding as determined by the Executive Board and Council of Directors.
3. Each committee chair shall ensure expenditures are in accordance with VESPA guidelines and policy and used solely for governance.
4. Committees will not be advanced funds for purchases without the prior approval of the President or his/her designee. The committee may purchase items and be reimbursed by the Association provided they received prior approval as detailed in 1 above. A detailed receipt is submitted with the meeting sign-in sheet. The name of each committee member present for that meeting shall be listed on the receipt.
5. This Standing Rule does not affect allocation for the Political Action

committee.

6. Committee funds not exhausted by August 31 will be absorbed into the general fund.
7. Committees needing additional funds will need to request it from the Executive Board in writing, five (5) business days prior to planned expenditure.

Standing Rule 7

Membership, Dues and Representation Fees

1. Privileges of Membership
 - a. All Active members shall be fully entitled to the privileges of membership as set forth in the Bylaws.
 - b. All Active members shall be eligible for participation in the economic services programs of the Association, including payroll deductions where necessary, and to receive updates from the Association via email.
 - c. All Active members shall be entitled to advice and consultation with professional personnel or legal services personnel of the Association with regard to employment matters pertaining to employer-employee relationships with the Association.
 - d. All Fee Payers shall not be entitled to advice and consultation with professional personnel or legal services personnel of the Association with regard to employment matters pertaining to employer-employee relationships with the Associations.
2. Establishment of Member Dues
 - a. The dues of Active members of the Association are based on the current dues schedules of VESPA/CTA/NEA.
 - b. The dues are approved by the Council of Directors at the last meeting of the year for the coming year.
3. Procedures for Membership Complaints
 - a. The party filing the complaint must complete a Member Complaint Form obtained through the Association Secretary. The Member Complaint Form shall be signed and filed with the President, or a member of the Executive Board, within ten (10) days of the precipitating event. The President shall notify the CTA District Director of the complaint to determine if the Director should attend the meeting.
 - b. The Member Complaint Form must provide the following information:
 - i. The event giving rise to the complaint and a summary of evidence including names of individuals with information pertaining to the complaint; the names of any employee with whom the complaining party has spoken regarding the matter and the outcome; the resolution sought; and the complaining party contact information, date, and signature.
 - ii. Upon receipt of the Member Complaint Form, within two (2) days

the President shall call a special meeting of the Executive Board. The member will be advised of the date and time of the special meeting of the Executive Board within five (5) business days of receipt of the Complaint.

- iii. Once a determination is made by the Executive Board, the member will be notified in writing, of the decision within five (5) business days following the special meeting.
- iv. If the member elects to appeal the decision of the Executive Board, they shall present the complaint at the next scheduled meeting of the Council of Directors, in closed session, for a final determination.

Standing Rule 8

Elected Representatives

Executive Board - the Executive Board shall consist of four officers; President, Vice President, Secretary, and Treasurer. The Executive Board will hold a monthly meeting prior to the monthly Council of Directors meeting. The responsibilities for each position are as follows:

- a. **President** - the President shall:
 - i. have a cell phone provided by the Association, and budget allocations for expenses and mileage;
 - ii. provide a calendar to the Executive Board, any adjustments to their calendar shall be provided to the Executive Board;
 - iii. provide agendas for regular monthly business meetings to the Secretary for distribution.
- b. **Vice President** - the Vice President shall:
 - i. receive half day release bi-weekly to attend to Association business.
- c. **Secretary** - the Secretary shall:
 - i. receive half day release bi-weekly to attend to Association business;
 - ii. be responsible for sending out the agenda two calendar days prior to the monthly Council of Directors meeting.
- d. **Treasurer** - the Treasurer shall:
 - i. receive half day release bi-weekly to attend to Association business;
 - ii. provide budget reports for regular monthly business meetings to the Secretary for distribution.
- e. **Council of Directors** - the Council of Directors (COD) is comprised of the Executive Board and fourteen (14) Zone Directors, and Directors-at-Large, if elected. The COD shall:
 - i. attend monthly COD meetings;
 - ii. represent members when requested;

- iii. conduct two general membership meetings annually, one in the fall and one in the spring.
- f. **Meetings** - Meetings of the COD shall be conducted on the first Tuesday of each month during the school year at the VESPA office. If the first Tuesday falls on a non-school day, the meeting will be scheduled the following Tuesday.

If a special meeting is called the Executive Board shall be well informed of the content of the meeting 24 hours prior to the start of the meeting.

Meetings shall follow "Robert's Rules of Order".

- g. **Zone Director** - a Zone Director is an elected representative for one of the fourteen (14) zones; zones are determined by the Executive Board. A Zone Director is responsible to:
 - i. attend monthly COD meetings, if unable to attend must notify the President prior to the meeting;
 - ii. conduct meetings following each COD meeting to share information with the zone site representatives;
 - iii. represent members when requested;
 - iv. any other duties as assigned by the Executive Board.
- h. **Director-at-Large** - the need for a Director-at-Large will be determined at the discretion of the Executive Board, and will serve a one year term upon election. The term may be extended for one additional year at the discretion of the Executive Board.

The Director-at-Large will have similar duties as a Zone Director. Specific duties will be determined by the Executive Board.

- i. **Site Representative** - a Site Representative is an elected representative for a single site.
Site Representatives responsibilities are outline on page 4, section VIII of the Bylaws.

Standing Rule 9

Candidate Political Action Committee

Article 1: NAME:

The name of this committee shall be the Ventura Education Support Professionals Association for Quality Education (Candidates), hereafter known as VESPA/QE (Candidates).

Article 2: PURPOSE:

1. To inform Ventura Education Support Professionals Association/National Education Association (hereafter known as the Association) members of decisions, voting records and positions of members of local elected agencies that may affect the members' working conditions, rights and benefits.

2. To serve as a voluntary funding structure through which Association members may give contributions to initiate, support or oppose candidates for elective offices as are deemed worthy of support or opposition from the standpoint of educational issues and without regard to partisan considerations.

3. It is the intent of the VESPA/QE (Candidates) to work in, a cooperative manner, rather than in isolation from other district employee groups, to support our schools in an effective way.

Article 3: OFFICERS

Any member may request to be on the VESPA/QE (Candidates) committee and may serve with the consent of the VESPA Executive Board.

The steering committee of VESPA/QE (Candidates) shall be made up of:

- The President of the Association (ex-officio)
- A Chairperson appointed by the President and ratified by the Executive Board
- A Treasurer appointed by the President and ratified by the Executive Board
- Two or more additional Members appointed by the President and ratified by the Executive Board.

Officers may continue to serve as long as they keep the support of the VESPA Executive Board and Council of Directors, and wish to continue in their positions.

The Chairperson shall call meetings when there is business to conduct. All members will be notified in advance of the meetings. A quorum consisting of the majority of committee members is necessary to conduct business.

Duties of VESPA/QE (Candidates) Members:

Chairperson:

- Preside over all committee meetings
- Represent the Committee to the Executive Board and Rep Council

Treasurer:

- Prepare registration, when required

- File campaign statements
 - Acquire receipt of contributions and approval of expenditures
- Keep detailed accounts, records, bills and receipts for all transactions

Article 4: FUNDING:

A given amount will be donated by the Association from current member local dues and will be placed in the account of this committee. These monies will remain segregated from the general membership account. The actual account per member will be adjusted by the Executive Board to reflect the need of VESPA/QE (Candidates) and the budget of Ventura Education Support Professionals Association (VESPA). Members who choose not to participate in this activity must submit a letter requesting that their dues remain in the general fund.

Amounts may be spent that are consistent with the statement of purpose of the VESPA/QE (Candidates) with the approval of the VESPA Rep Council. The following guidelines will be used as procedures:

1. Amounts of up to \$100.00 may be spent by the Chairperson with the approval of the Committee, without previous authorization of the Executive Board. Reports of these expenditures will be made to the Board on a regular basis.
2. Amounts of between \$100.00 and \$500.00 may be spent with the approval of the Executive Board. Reports of these expenditures will be made to the VESPA Board and VESPA Council of Directors on a regular basis.
3. Amounts over \$500.00 may only be spent with prior approval of the VESPA Executive Board and the VESPA Council of Directors.
4. Funds approved as line items in a budget that has been approved by the VESPA Executive Board and VESPA Council of Directors may be spent without additional approval. These expenditures will be included in the regular reports to the Board and COD.

Article 5: RECOMMENDATION PROCEDURES:

1. Candidates who have previously been supported or endorsed by the Association may recommend for endorsement without the interview process.
2. Recommendations are made by the VESPA/QE (Candidates) committee to

the VESPA Executive Board for a candidate for local office after a thorough and fair process. Upon adoption by the VESPA Executive Board, the recommendation is submitted to Association Council of Directors for ratification.

3. No funds or support in kind may be spent on non-endorsed candidates.

Article 6: AMENDMENTS TO THIS STANDING RULE:

Standing Rule amendments may be initiated by a majority vote of the VESPA/QE (Candidates) with approval of the VESPA Executive Board and VESPA Council of Directors.

Standing Rule 10

Issues Political Action Committee

Article 1: NAME:

The name of this committee shall be the Ventura Education Support Professionals Association for Quality Education (Issues), hereafter known as VESPA/QE (Issues).

Article 2: PURPOSE:

1. To inform Ventura Education Support Professionals Association/NEA (hereafter known as the Association) members of decisions, local measures that may affect the members' working conditions, rights and benefits.
2. To serve as a voluntary funding structure through which Association members may give contributions to initiate, support or oppose ballot measures and petition circulation drives as are deemed worthy of support or opposition from the standpoint of educational issues and without regard to partisan considerations.
3. It is the intent of the VESPA/QE (Issues) to work in a cooperative manner, rather than in isolation from other district employee groups, to support our schools in an effective way.

Article 3: OFFICERS

The steering committee of VESPA/QE (Issues) shall be made up of:

- The President of the Association (ex-officio)
- A Chairperson appointed by the President and ratified by the Executive Board.

- Two or more additional Members appointed by the President and ratified by the Executive Board

Any member may request to be on the VESPA/QE (Issues) committee and may serve with the consent of the VESPA Executive Board.

- Officers may continue to serve as long as they keep the support of the VESPA Executive Board and Council of Directors, and wish to continue their positions.
- The Chairperson shall call meetings when there is business to conduct. All members will be notified in advance of the meetings. A quorum consisting of the majority of committee members is necessary to conduct business.

Duties of VESPA/QE (issues) Members:

Chairperson:

- Preside over all committee meetings
- Represent the Committee to the Executive Board and Council of Directors

Treasurer:

- Prepare registration, when required
- File campaign statements
- Acquire receipt of contributions and approval of expenditures
- Keep detailed accounts, records, bills and receipts for all transactions

Article 4: FUNDING:

A given amount will be donated by the Association from current member local dues and will be placed in the account of this committee. These monies will remain segregated from the general membership account. The actual amount per member will be adjusted by the Executive Board to reflect the need of VESPA/QE (Issues) and the budget of the Ventura Education Support Professionals Association (VESPA). Members who choose not to participate in this activity must submit a letter requesting that their dues remain in the general fund.

Amounts may be spent that are consistent with the statement of purpose of the VESPA/QE (Issues) with the approval of the VESPA Rep Council. The following guidelines will be used as procedures:

1. Amounts of up to \$100.00 may be spent by the Chairperson with the approval of the Committee, without previous authorization of the Executive Board. Reports of these expenditures will be made to the Board on a regular basis.

2. Amounts of between \$100.00 and \$500.00 may be spent with the approval of the Executive Board. Reports of these expenditures will be made to the VESPA Board and VESPA Council of Directors on a regular basis.
3. Amounts over \$500.00 may only be spent with prior approval of the VESPA Executive Board and the VESPA Council of Directors.
4. Funds approved as line items in a budget that has been approved by the VESPA Executive Board and VESPA Council of Directors may be spent without additional approval. These expenditures will be included in the regular reports to the Board and Council.

Article 5: RECOMMENDATION PROCEDURES:

1. Recommendations are made by the VESPA/QE (Issues) committee to the VESPA Executive Board for initiation of, or endorsement of, a local ballot measure or petition circulation drive. Upon adoption by the VESPA Executive Board, the recommendation is submitted to Association Council of Directors for ratification.
2. No funds or support in kind may be spent on non-endorsed local ballot measures or petition circulation drives.

Article 6: AMENDMENTS TO THIS STANDING RULE:

Standing Rule amendments may be initiated by a majority vote of the VESPA/QE (Issues) with approval of the Board and Council of Directors.

