TO: Student CTA Members

FROM: Russell Booker, Executive Vice President
Student California Teachers Association

RE: Representative Assembly (RA) 2013

DATES April 27-28, 2013
Sheraton Garden Grove Anaheim Hotel
12221 South Harbor Blvd., Garden Grove, CA 92840

WHAT IS RA?

The Representative Assembly (RA) is our annual statewide meeting where we conduct the business of the Association and celebrate all that SCTA has accomplished over the year. In addition to collaborating with other chapters, we will:

- Elect Statewide Executive Board members.
- Reward your hard work and dedication.
- Use your voice to ensure our Constitution and Bylaws are working for you.
- Hear your ideas for improving SCTA.

The Executive Board and I hope that you will attend this year's Representative Assembly to take part in history in the making. SCTA is more than just your union, it's your voice —your opinions, your choices. SCTA can't exist without you.

WHO ATTENDS?

- Fairly elected Voting Delegates from chapters based on their membership totals.
- Two Non-Voting Participants per campus (in addition to voting delegates).
- SCTA Advisors (one per chapter).

Campuses are allocated delegates, according to Article V, Section 2 of the SCTA Constitution. Please hold delegate elections before March 22, 2013 to ensure that all of your delegates will be able to complete the logistic requirements in order to attend RA. Elect alternative delegates in case a delegate cancels. Campuses with:

1 through 29 members	1 delegate *
30 through 59 "	2 delegates *
60 through 89 "	3 delegates *
90+	+1 delegate per 30 additional members

* See attached campus delegate list. There's still plenty of time to recruit more members to increase the number of delegates your campus may send.

ELECTING DELEGATES (Chapters Only)

Chapters wishing to send voting delegates MUST hold fair elections to determine delegates. Elections must be held in a manner that allows any local member the opportunity to run for a delegate position and that allows all members to vote. ***The Chapter President does not have the option of deciding that an election should not be held.*** Election guidelines are as follows:

- Open nominations (any SCTA member on campus is eligible to run).
- Secret ballot.
- Election procedures should be publicized so members are aware of the timeline for accepting nominations and when voting will take place.
- All members shall have the opportunity to vote.

REGISTRATION

1. Deadline -- **April 1, 2013** (registration forms must be **RECEIVED** in the SCTA office). Each participant (including advisors) must submit a registration form (enclosed).
2. Registration Fee -- **$25** (includes conference meals, transportation and lodging). A $25 registration fee is required for each student participant. The registration fee for Advisors is waived. If your campus chapter is in need of funds to send participants, please contact Gail Watts, Annette Barroso or myself for additional resources. Any registration forms received after the deadline cannot be guaranteed hotel accommodations (including Advisors).
3. SCTA only covers travel and lodging expenses for voting delegates, 2 non-voting participants per campus and SCTA Advisors.
4. Registration Forms are posted at -- http://www.studentcta.org under "Events Calendar".

TRANSPORTATION

Participants driving to RA are encouraged to carpool to minimize expenses. A map and directions will be included with confirmations. Keep track of your mileage in order to be reimbursed at the CTA rate of 56.5 cents per mile. Parking is complimentary. Valet parking and rental cars will NOT be reimbursed.

Those flying will be authorized to make arrangements directly through SCTA's designated travel agent. Please note air travel arrangements are to be made at least 14 days in advance. Information regarding making airline reservations will be included in confirmations. Shuttle service from the John Wayne Airport will be reimbursed.

ACCOMODATIONS

Hotel rooms and tax will be paid by SCTA. Every effort will be made to grant roommate requests. However, due to last minute cancellations and unpredictable circumstances we cannot guarantee that delegates will room with the person they have requested. Participants who prefer a single room may make a special request on the registration form and are responsible for paying half the room charge (approximately $58.00 per night). ***If delegates switch roommates or rooms they may be charged for the hotel room or the chapter may be responsible for any cost incurred. Please make sure delegates are aware of this.***

ATTIRE

Business casual dress is appropriate for the weekend. We encourage you to dress business casual for the awards banquet on Saturday evening; after all you want to look your best for photos!

AWARDS BANQUET – Saturday Evening

Your chapter has worked hard all year to make SCTA what it is; you or maybe your advisor deserves recognition! SCTA Award Applications will be posted at http://www.studentcta.org under "Events Calendar". The deadline for nominations is **April 2, 2013**.

MEALS

SCTA will provide lunch and dinner on Saturday and breakfast and lunch on Sunday. Participants will be responsible for their own breakfast on Saturday. Additional meals en route to and from the RA are not reimbursable.

RAFFLE

Chapters are encouraged to bring a $5 - $20 educator/student friendly item(s) to donate as a raffle prize.

CHAPTER DISPLAY TABLES

We want to see what you've done this year! Time to break out your creative fingers and create a display board, scrapbook pages, panoramas, clay structures… The only limits are your creativity and space! Please no bigger than 1/3 of a table.

LOCAL CHAPTER REPORT

Now that we've seen your display, we want to hear what you've done on a mic! Don't be shy!

CONSTITUTION AND BYLAW AMENDMENTS

SCTA is only what you make it. These are your governing documents too! If you would like to propose changes to the SCTA Constitution and Bylaws, it must be received by **March 1, 2013**. The SCTA Constitution and Bylaws are posted on the SCTA website at http://www.studentcta.org. All proposed amendments, received prior to the deadline, will be sent to all delegates prior to the RA.

QUESTIONS:

Russell Booker – SCTA Executive Vice President, scta.rbooker@gmail.com

SCTA Office:	Annette Barroso SCTA Support Staff abarroso@cta.org 650/552-5345	Gail Watts SCTA Organizer gwatts@cta.org 650/552-5346

cc: Theresa Montaño
Gilda Bloom
Justo Robles
SCTA Executive Board
Gail Watts

Enclosures: Delegate List
Registration Form