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# CALIFORNIA TEACHERS ASSOCIATION ASPIRING EDUCATORS

## STANDING RULES

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### I. MEMBERSHIP

#### SECTION 1 - Amount of Dues

1. The CTA Aspiring Educators dues shall be as established by CTA and NEA.
2. A membership application shall accompany the dues.

#### SECTION 2 - Receiving Dues

Membership status shall not be official until dues and accompanying membership information are received by the CTA Aspiring Educators state office.

#### SECTION 3 - Chapter Dues and Rebates

1. Chapters may not charge additional dues for CTA Aspiring Educators membership.
2. Officially recognized chapters will receive a portion of the CTA Aspiring Educators dues as a rebate.

#### SECTION 4 - Commitment to Racial and Social Equity and Inclusion

The CTA Aspiring Educators Statewide Board will reevaluate the structure of the organization to assess if we are achieving equity and inclusion in our organization each year.

### ii. CHAPTERS

#### SECTION 1 - Chapter Advisors

1. The CTA Aspiring Educators staff person shall serve as the primary contact for chapter faculty advisors.
2. The advisor's role is to mentor and to advise the chapter leaders in their duties while allowing the student leaders to make independent decisions for the benefit of the chapter.
3. Members shall be responsible for keeping advisors informed of financial matters and upcoming events.

#### SECTION 2 - Chapter Status

To be officially recognized as a CTA Aspiring Educators chapter, the following four requirements must be met:

1. Must obtain official club status on campus.
2. Must have elected leadership.
3. Must have at least one advisor.
4. Must submit governing documents to CTA Aspiring Educators Statewide Board.

SECTION 3 - Chapter Accountability

1. The local chapter governance documents shall be consistent with the CTA Aspiring Educators, CTA, and NEA governance documents, including the following:
  - a. An acknowledgement that the chapter (local) is affiliated with the California Teachers Association Aspiring Educators (CTA-AE) and the National Education Association Aspiring Educators (NEA-AE).
  - b. A description of officers and their duties, method of election, term of office, and how vacancies are filled.
  - c. A provision that all officers of the chapter (local) shall be and remain currently enrolled members of CTA Aspiring Educators as a condition for nomination to and service in their respective positions.
  - d. A provision for calling meetings, their frequency, and quorum.
  - e. A current adoption and/or revision date including presiding officer's name.
  - f. Provisions for amending the constitution, bylaws, or both.
  - g. Provisions that the disciplining of members by the chapter shall be subject to the use of a due process hearing including an appeals process.
  - h. Provisions for accountability of chapter funds.
2. Each chapter shall apply the one-person-one-vote principle of representation to its governing bodies.
3. The chapter shall have the same membership year as that of CTA Aspiring Educators and NEA-Aspiring Educators, September 1 through August 31.
4. Each chapter shall conduct elections with open nominations and a secret ballot. If the number of candidates nominated does not exceed the number of positions to be filled, then they may be elected by acclamation.
5. The local chapters shall complete an annual chapter update form to be submitted at the CTA Aspiring Educators Representative Assembly.
6. The Board shall encourage local chapters to send a copy of their newsletters and other communication to the board and other chapter presidents.
7. The local chapter shall be encouraged to establish and maintain relationships with nearby CTA Service Center Councils and local CTA, and CCA chapters.
8. The local chapter shall submit reports upon request to the Statewide Board stating the status of the local chapter and its officers.

SECTION 4 - Revoking or Suspending Chapter Charter

1. Suspension or revocation of a chapter's constitution and/or charter may be based upon the chapter's failure to carry out the expressed purpose and aims of the Association as stated in Article II of the Constitution.
2. In order to suspend a chapter's constitution and/or charter a petition signed by seventy five

percent (75%) of the chapter's membership must be submitted to the Statewide Board.

3. To revoke a chapter's constitution and/or charter a  $\frac{3}{4}$  vote of the Statewide Board is required.
4. The decision of the Statewide Board, in such cases, may be appealed, in writing, by the chapter to the board. The CTA Board of Directors has the final decision.

#### SECTION 5 - Chapter Funds Responsibilities

1. Each chapter shall include in its governing documents provisions addressing chapter financial matters.
2. Each chapter shall develop a system of accounting for income and dispersal of funds.
3. Any impropriety in handling of chapter funds shall immediately be reported to the CTA Aspiring Educators Statewide Board for review.

#### SECTION 6 - Event Participation

1. Any time a local CTA Aspiring Educators member is funded to attend a CTA Aspiring Educators or CTA sponsored event and the member is unable to attend the member must contact his/her local chapter president or designated contact person and CTA Aspiring Educators staff.
2. In cases that are deemed preventable and without just cause by the CTA Aspiring Educators Statewide Board, the local chapter will be responsible for any costs incurred due to the last-minute cancellation that prevents an alternate from attending. Directors of the California Teachers Association becomes effective immediately.

### **iii. CTA ASPIRING EDUCATORS REPRESENTATIVE ASSEMBLY (RA)**

#### SECTION 1 - Planning

The RA shall be planned and coordinated by the statewide board which is responsible for:

1. Coordination with Elections Committee
2. Elections Committee will receive training prior to RA

#### SECTION 2 - Representative Assembly Expenses

All CTA Aspiring Educators delegates, Statewide Board Members, State Council representatives, NEA Standing Committee members, local advisors, and designated observers shall be reimbursed for travel and accommodations within CTA guidelines.

#### SECTION 3 - Location

The Representative Assembly shall alternate between the Northern and Southern regions depending on the location of the Fall Event of the same membership year.

### **iv. STATEWIDE BOARD**

#### SECTION 1 - Annual CTA Aspiring Educators Goals

The Representative Assembly shall be used as an opportunity for the CTA Aspiring Educators Statewide Board to discover the needs and expectations of our membership which will be used for goal setting.

1. The new President shall send the goals to:
  1. CTA Board
  2. NEA-Aspiring Educators Chairperson
  3. Local chapter officers
  4. Local chapter advisors, and
  5. CTA Aspiring Educators Communications Editors for publishing
2. The goals shall be reviewed periodically by the board to determine the extent the goals are being realized.

#### SECTION 2 - CTA Aspiring Educators Budget

1. The Statewide Board and the CTA Aspiring Educators staff shall evaluate the budget at least annually and adjust it as necessary.
2. Spending shall be closely monitored by the Statewide Board and the CTA Aspiring Educators staff to ensure it is kept within the current budget.

#### SECTION 3 - Duties and Responsibilities

1. The CTA Aspiring Educators Statewide Board shall have the power to call special CTA Aspiring Educators Statewide Board meetings upon a unanimous vote of its members.
2. The CTA Aspiring Educators Statewide Board may establish or abolish Association standing committees, task forces and permanent or ad hoc committees.
3. The Statewide Board shall adopt the Standing Rules of the Association.
4. The Statewide Board shall have the power to make any grammatical changes to the Constitution, Bylaws and Standing Rules as are necessary for the purpose of clarification.
5. The Statewide Board shall appoint the Past Officer immediately following the Representative Assembly. The outgoing board members will provide a recommendation for the incoming board members to vote for the Past Officer.
6. All members of the Statewide Board shall be CTA Aspiring Educators members in good standing by the September Board Meeting of the current year or otherwise deemed to have resigned their position.
7. Board members will provide unofficial transcripts to CTA Aspiring Educators staff by the June and January board meetings.
8. The State Council Representative votes will be tallied at the Representative Assembly. The Elections committee will require the applications to be submitted 1 month prior to the Representative Assembly, and ballots will be returned 1 week prior to the Representative Assembly, where the winners will be announced.
9. All members of the Statewide Board shall actively recruit new members.
10. All board votes must be held as a roll call vote and to be shared with the CTA Aspiring Educators membership.

#### SECTION 4 - CTA Aspiring Educators Statewide Board

##### Recommendations

The CTA Aspiring Educators Statewide Board may choose to recommend CTA and NEA candidates. This shall be done by majority vote. The board shall then inform candidates of the Board's recommendation.

#### SECTION 5 - CTA Aspiring Educators Statewide Board Time

##### Commitment and Resignations

1. Board members must attend all meetings and events. If a board member is unable to attend a meeting or will need to miss any part of a meeting, notice shall be given to the Statewide Board and staff at least one week in advance. If the Statewide Board and staff are not notified, the board member may be required to pay for expenses incurred.
  - a. Extreme cases shall be examined by the Board, such as travel complications, accident, serious illness, or death in the family.
  - b. Any voting CTA Aspiring Educators Statewide Board member or Past Officer that misses two meetings without prior notification will be asked to resign his/her position or send written justification for their absences.
  - c. When two partial meetings or events are missed, the Executive Board will write a letter reminding the board member of their duties to the CTA-AE Executive Board. If the problem persists, upon a  $\frac{3}{4}$  vote of the board, a letter asking for resignation or justification of the partial absences will be sent.
2. A CTA Aspiring Educators Statewide Board member may resign at any time by giving written notice to the Executive Board. Any such resignation shall take effect on the date such notice is received or at any later time specified therein. The acceptance of such resignation shall not be necessary to make it effective.
  - a. The Statewide Board must evaluate the vacancy and decide whether or not to fill it.
  - b. If the resignation is from a State Council Representative, a formal letter of resignation shall also be sent to the CTA President with copies sent to the CTA Aspiring Educators Statewide Board, Staff Consultants, and the Chairperson of the State Council Committee.
  - c. If the resignation is from the CCTC Liaison, a formal letter of resignation shall be sent to the CTA President and the CTA Aspiring Educators Statewide Board and CTA Aspiring Educators staff.

#### SECTION 6 - Board Reports

CTA Aspiring Educators Statewide Board members are expected to submit an oral and written report at each board meeting. The report may consist of items they feel are working toward the CTA Aspiring Educators statewide goal. If the Statewide Board member is unable to attend the board meeting, they must still submit the board report in writing.

1. All board meeting minutes must be shared with the CTA Aspiring Educators membership by publishing to the website or some other way of distribution.

#### SECTION 7 - Public Presentations

1. Statewide Board members shall be encouraged to do public presentations in their area.
2. Prior to a presentation, board members shall submit an email to the entire Statewide Board, including the staff, NEA Liaison and the CTA Board Liaison. Following the presentation, the board member shall submit a report and expense report within 30 days for reimbursement.
3. Prior to the presentation the Statewide Board members shall submit an email stating their expected expenses.
4. President, Vice President, and Secretary-Treasurer are required to complete 2 public presentations each.

#### SECTION 8 - Reimbursement of Board Expenses

CTA Aspiring Educators Statewide Board members shall be reimbursed for expenses incurred at Statewide Board meetings and those expenses related to any official CTA Aspiring Educators business (presentations, phone calls, postage) per CTA guidelines which are stated on the back of Member Expense forms.

#### SECTION 9 - Appointments

1. Liaison to the California Commission on Teacher Credentialing
  - a. Applications shall be submitted for review of the CTA Aspiring Educators Statewide Board prior to the Representative Assembly.
  - b. Applications shall be ranked in order of preference. The CTA Aspiring Educators President shall submit the list to the CTA Board Liaison for appointment by the CTA Board of Directors.
2. Past Officer
  - a. Any experienced Board member may announce their interest in the position and shall present a brief synopsis of why they are qualified to hold the position. This occurs immediately following the CTA-AE Representative Assembly.
  - b. The current Past Officer shall formulate a few questions that will be posed to all candidates.
  - c. Both incoming and outgoing Statewide Board members shall select a Past Officer by secret ballot.
  - d. The Past Officer shall be notified of their appointment on the day of the election.
  - e. The Past Officer may not return to an elected CTA Aspiring Educators Statewide Board position after his or her term is completed.

#### SECTION 10 - Guidelines for Committees

1. The CTA Aspiring Educators Statewide Board may create committees in support of the CTA Aspiring Educators Mission Statement and goals.
2. Each committee shall have a stated purpose or charge.
3. Committees may have a recommended size or number of members.
4. This may include ensuring representation from specific groups.

5. Up to 2 CTA Aspiring Educators Statewide Board member(s) shall be appointed to each committee. Committees shall be advertised to the general membership for sign-up.
6. A CTA Aspiring Educators member may serve on up to 3 committees unless otherwise approved by the board.
7. Each CTA Aspiring Educators Board member is limited to 3 committees.
8. The CTA Aspiring Educators Board members shall approve members for each committee.
9. Committees may determine 1 or more point people for the purposes of communication.
10. Committees shall provide a report about their work at CTA Aspiring Educators Board Meetings.
11. These reports will be published for the general membership.
12. Committee members may resign by contacting the CTA Aspiring Educators Board member(s) on their committee.
13. The CTA Aspiring Educators Board may advertise to the general membership to fill any vacancies.

#### SECTION 11 - Regional Committees

Regional committees follow California region lines for the purpose of round table discussion and connecting membership. The committee shall choose the method of communication and meeting between committee members with the understanding that out-of-pocket expenses cannot be reimbursed until CTA Aspiring Educators holds a budget with the capacity to support regional committee efforts, with reimbursement available in the year the new budget is intended for. Regional committees shall strive to include at least 2 members of CTA Aspiring Educators from each campus. Board members from their corresponding region shall be a part of the committee and shall act as a resource and line of a contact to bring forth questions, comments, and concerns into board work. This committee will also work with members in establishing connections to CTA Service Center Councils. Committee members must meet the following requirements:

1. At least 2 hours per week to conduct committee work.
2. Regional Committees will coordinate with each other to effectively manage regional organizational matters.
3. Coordinate with members and chapters attending their Service Center Councils.

#### SECTION 12

Virtual informal open forums to discuss Statewide Board work - including, but not limited to motions, outreach efforts, and goals, at least once a month and for a minimum duration of one hour. Board members are expected to attend at least half of the scheduled meetings, as well as advertise the event across social media platforms. Board members shall follow the protocol of board meeting absences. A minimum of 8 virtual open forums must be scheduled throughout the year and provide closed captioning and/or a written transcript or summary of the conversation conducted in the virtual space. If an open forum is unable to take place due to extenuating circumstances, an alternative method of communicating to the membership of CTA Aspiring Educators must be decided and concluded before the next open forum.

#### **V. Additional Duties of the Statewide Board**

SECTION 1 - Duties of the President

1. The President shall be the chief executive officer of the Association and its policy leader. The president shall:
  - a. Call and preside at all meetings of the CTA Aspiring Educators Representative Assembly and Statewide Board.
  - b. Communicate with the NEA Aspiring Educators Program State Chairpersons and the NEA-Aspiring Educators Chair.
  - c. Represent CTA Aspiring Educators at national meetings of the NEA-Aspiring Educators AE Program.
  - d. Work with CTA to encourage involvement in CTA Aspiring Educators membership recruitment.
  - e. Attend all CTA Aspiring Educators events. Responsible for planning a Fall Leadership Conference in conjunction with the CTA Aspiring Educators Statewide Board.
  - f. Attend the CTA Presidents Conference and Summer Institute (if applicable).
  - g. Appoint committee and task force members and chairpersons between Statewide Board meetings.
  - h. Recommend the names of CTA Aspiring Educators members for appointment to CTA committees and conferences in consultation with the CTA Director, J- HE.
  - i. Be familiar with the governance documents of the CTA Aspiring Educators, CTA and NEA.
  - j. Suggest policies, plans and activities for the CTA Aspiring Educators and be responsible for the progress and work of the Association.
  - k. Work to help all members of the Executive Board with their respective duties.
  - l. The President may assign Statewide Board members to committees.
  - m. Attend CTA Martin Luther King Jr. Memorial Scholarship Selection Committee and the CTA Equity & Human Rights Conference Planning Committee upon appointment by the CTA Board of Directors.
  - n. Shall conduct a minimum of two visitations per year.

SECTION 2 - Duties of the Vice President

The Vice President shall:

- a. Preside at all meetings at which the President is unable to preside and shall perform all duties of the President in her/his absence.
- b. Attend all meetings of the Statewide Board.
- c. Chair the Membership Committee and be responsible for the coordination of state membership programs.

- d. Coordinate the annual CTA Aspiring Educators Representative Assembly in conjunction with the Statewide Board.
- e. Attend all CTA Aspiring Educators events.
- f. Be responsible for other duties as assigned by the Statewide Board or the Representative Assembly.
- g. Attend the NEA-Aspiring Educators Connections Conference.
- h. Shall conduct a minimum of two visitations per year.

### SECTION 3 - Duties of the Secretary/Treasurer

#### 1. The Secretary/Treasurer shall:

- a. Be responsible for recording minutes of Statewide Board meetings and shall distribute these minutes to Board members and staff within two weeks of the meeting. A summary of the Board's actions must also be distributed to the general membership by means of the newsletter and website.
- b. Shall collect the following reports to be included in the approved minutes: Board, CCTC, committee(s), and other pertinent reports.
- c. Submit major motions passed and committee report summaries to the Communications Editors for inclusion in the newsletter.
- d. Be responsible for recording minutes of the Representative Assembly and shall distribute these minutes to the delegates of the Representative Assembly.
- e. Keep an accurate roster of all committees.
- f. Provide a budget update at each Statewide Board meeting.
- g. Be responsible for other duties as assigned by the Statewide Board or the Representative Assembly.
- h. Attend the NEA-Aspiring Educators Connections Conference, if the budget allows for additional participants.
- i. Shall conduct a minimum of two visitations per year.

#### 2. The Secretary is responsible for compiling a year-end report that shall consist of:

- a. Statewide Board Reports
- b. Committee Reports
- c. CCTC Liaison Reports
- d. State Council Reports
- e. Resolutions
- f. An accurate Representative Assembly attendance list
- g. Any other necessary documents

### 3. CTA Aspiring Educators Representative Assembly Minutes

- a. Unapproved Representative Assembly minutes shall be copied and distributed to the following year's Statewide Board. Originals shall be kept on file at the CTA Aspiring Educators office.
- b. Approved minutes shall be included in the Representative Assembly packets and at the following Representative Assembly.
- c. The current Secretary-Treasurer shall make necessary corrections to the previous year's minutes and submit approved minutes to the CTA Aspiring Educators staff.

## SECTION 4 - Duties of the Communications Editors

### 1. The Communications Editors shall:

- a. Be responsible for CTA Aspiring Educators publications.
- b. Plan a newsletter timeline and provide assistance to Statewide Board members on topic ideas to be included in the CTA Aspiring Educators newsletter.
- c. Attend the CTA Summer Institute Communications strand.
- d. Attend all meetings of the Statewide Board.
- e. Maintain and update membership publications and website.
- f. Participate in a newsletter exchange within the NEA Aspiring Educators Program.
- g. Encourage CTA Aspiring Educators members to contribute to the CTA Aspiring Educators newsletter by sending a formal email to the CTA Aspiring Educators membership with assistance of the CTA staff.
- h. Publicize the CTA Aspiring Educators/CTA scholarships and conferences in the newsletter.
- i. Be responsible for other duties as assigned by the Statewide Board or the Representative Assembly.

## SECTION 5 - Duties of the Regional Directors

### 1. The Region 1, 2, 3, and 4 Directors shall coincide with the CTA regions and:

- a. Assist the Vice President in the coordination of state membership recruitment and retention.
- b. Attend all meetings of the CTA Aspiring Educators Board.
- c. Attend all statewide CTA Aspiring Educators events.
- d. Work directly with the local chapters and members in their region to provide resources, support, leadership, mentorship and guidance.
- e. Other duties may be assigned by the CTA Aspiring Educators Statewide Board after consultation such as the planning of regional events.

SECTION 6 - Duties of the Racial Equity Affairs Committee Directors (REAC) (4)

Description: Social justice, from the standpoint of the oppressed in the United States is process and struggle against injustice, oppression, interpersonal violence, and cultural domination. The Racial Equity Affairs Committee Directors shall actively work towards the attainment of collective freedom in education, which is the medium and outcome of social justice. This in turn necessitates a grassroots organized social movement.

1. The Racial Equity Affairs Committee Directors shall:

- a. Identify and monitor racial, ethnic and social justice concerns regarding educational issues and Association activities and report pertinent information to the CTA Aspiring Educators Statewide Board for action.
- b. Attend all meetings of the CTA Aspiring Educators Statewide Board.
- c. Focus on recruitment and retention of BIPOC and diverse educators.
- d. Serve as the co-chairs of the CTA Aspiring Educators Racial Equity Affairs Committee.
- e. Share all information concerning minority teaching incentives, programs and scholarships with the membership.
- f. Shall attend additional conferences.
  - i. CTA Equity and Human Rights Conference
  - ii. CTA LGBTQ+ Issues Conference
- g. Be responsible for other duties as assigned by the Statewide Board or the Representative Assembly.
- h. Must identify as Black, Indigenous and/or People of Color (BIPOC) and/or LGBTQ+.

SECTION 8 - Duties of the CCTC Liaison

1. The CCTC Liaison shall:

- a. Attend all California Commission on Teacher Credentialing (CCTC) meetings.
- b. Attend the CTA Liaison meeting and Credentialing and Professional Development Committee meetings at State Council.
- c. Attendance at statewide conferences is optional.
- d. Promptly submit CCTC meeting reports to the CTA Aspiring Educators Statewide Board.
- e. Prepare articles for CTA Aspiring Educator's newsletter on pertinent issues relating to future teachers.
- f. Attend all meetings of the Statewide Board.
- g. Be responsible for other duties as assigned by the Statewide Board or the Representative Assembly.

SECTION 9 - Duties of the Past Officer

1. The Past Officer shall:
  - a. Attend all meetings of the Statewide Board.
  - b. Serve as Chair of the Elections Committee. Election duties are outlined in the Elections Policy.
  - c. Serve as a Parliamentarian.
  - d. Be responsible for other duties as assigned by the Statewide Board or Representative Assembly.

#### SECTION 10 - Duties of State Council Representatives

1. State Council Representatives shall:
  - a. Attend all meetings of the State Council of Education.
  - b. Attend all Statewide Board meetings.
  - c. Participate actively in the work of the State Council committee to which he/she is assigned.
  - d. Submit a full written report of CTA State Council and committee issues and actions to the entire CTA Aspiring Educators Statewide Board except as excused for State Council duties.
  - e. CTA Aspiring Educators State Council Representatives will submit an article after each State Council meeting about issues impacting students.
  - f. Attend at least one meeting of the local CTA Service Center.
  - g. Be responsible for other duties as assigned by the Executive Board, representative Assembly or State Council.

### **vi. CTA STATE COUNCIL OF EDUCATION**

#### SECTION 1 - Board Procedures

1. All members of the CTA Aspiring Educators Statewide Board shall attend the Higher Education Caucus meetings, unless they have prior approval from the President to attend another caucus meeting.
2. Board members are encouraged to attend the various ethnic and underrepresented minority caucuses whenever possible.
3. State Council Representatives are encouraged to provide representation in each CTA committee where pre-professional issues may be of concern.

### **vii. NOMINATIONS AND ELECTIONS**

#### SECTION 1

1. The CTA Aspiring Educators Statewide Board shall be responsible for the CTA Aspiring Educators Elections Policy Handbook.

2. The Elections Policy Handbook should be reviewed annually for compliance with CTA and NEA elections requirements.
3. The Elections Committee Chair shall provide training or overview of election policies to the entire CTA Aspiring Educators Statewide Board prior to the CTA Aspiring Educators RA.
4. The Elections Committee Chair shall submit a formal request to schedule election committee training to the CTA Aspiring Educators President.

**viii. CONFERENCES**

SECTION 1 - NEA-Aspiring Educators Conference

1. The CTA Aspiring Educators President and Vice President shall attend the NEA-Aspiring Educators Conference.
2. The board shall determine an equitable process for selecting additional participants based on the current budget.

SECTION 2 - NEA-Aspiring Educators Conference

1. CTA Aspiring Educators shall send the elected NEA-Representative Assembly student delegates.
2. The current CTA Aspiring Educators President shall attend the NEA-Aspiring Educators Leadership Conference if not elected as a NEA-RA delegate.
3. The board shall determine an equitable process for selecting additional participants if the budget allows.

SECTION 3 - NEA Leadership Conference

1. The CTA Aspiring Educators President shall work with the CTA Higher Education Director to seek appointment to this conference.

SECTION 4 - Incentive Grants

1. The Statewide Board shall seek out leadership conference grants from various CTA sources for BIPOC and diverse members.

**ix. CONSTITUTION AND BYLAWS**

SECTION 1

1. The CTA Aspiring Educators President shall submit all amendments passed at the CTA Aspiring Educators Representative Assembly to the CTA President for ratification by the CTA Board by their June board meeting.
2. The constitution and bylaws are to be distributed to the CTA Aspiring Educators Statewide Board during their summer orientation.
3. Constitution, bylaws, and standing rules are to be current and posted on the CTA Aspiring Educators website.

**x. CTA ASPIRING EDUCATORS AWARDS**

SECTION 1 - Awards

1. Award applications shall be distributed to chapter leaders and Advisors at least two months prior to the Representative Assembly.
2. Award applications shall be due at least two weeks prior to the Representative Assembly.
3. Award applications shall be judged by an ad hoc committee one meeting prior to the RA.
4. Award categories may include but are not limited to: CTA Aspiring Educators W.H.O; Student in Politics; Outstanding Chapter Advisor(s); Partners in Education; Virginia Ann Shadwick Human Rights Award; Outstanding Local Chapter; Outstanding New Chapter.

**xi. CTA ASPIRING EDUCATORS NEWSLETTER AND WEBSITE**SECTION 1 - Website

The CTA Aspiring Educators website shall provide local chapter leaders with access to membership recruitment tools and other resources.

SECTION 2 - Newsletter

1. The name of the newsletter shall be "I Choose to Teach".
2. The newsletter shall be published 6 times per year.
3. Throughout the year the newsletter should address professional development, community outreach, political action and diversity.
4. Chapters shall be encouraged to contribute local news, ideas, and successes.

**xii. COMMUNICATION WITH THE NEA-ASPIRING EDUCATORS OFFICE**

The CTA Aspiring Educators President will use discretion in selecting the information to share with NEA leaders. The NEA-Aspiring Educators office shall be kept informed of CTA. Aspiring Educators activities, projects, and accomplishments. The "I Choose to Teach" newsletter will be sent on a regular basis.

**xiii. SCHOLARSHIPS AND SPECIAL SERVICES**SECTION 1 - Funding

The profits from the sales of CTA Aspiring Educators merchandise or fundraising shall be returned to the CTA Aspiring Educators membership in the form of scholarships.

SECTION 2 - Dr. Martin Luther King, Jr. Memorial Scholarships / Cesar Chavez Memorial Awards Program.

The CTA Aspiring Educators President and the REAC Directors shall publicize these programs.

SECTION 3 - CTA Aspiring Educators Merchandise

1. The President may request a table at any conference as deemed necessary.
2. Tables shall be set up at the Fall Leadership and CTA Aspiring Educators Representative Assembly, as well as any other conferences, if feasible.