



CTA/NEA-RETIRED STANDING RULES

STANDING RULE 1: Business

1.1 Statement of Goals

The CTA/NEA-Retired Board of Directors (Board) shall annually recommend a "Statement of Goals" prior to the Annual Business Meeting held in proximity of the first CTA State Council of Education meeting of the year. The "Statement of Goals" shall be adopted by a majority vote of the members in attendance at this meeting. (*Bylaw XIII, Section 1*) (10.23)

1.2 Dues

The Board shall establish the CTA/NEA-Retired membership dues for each category of membership in accordance with the governance bodies of CTA and NEA on an annual basis. (*Bylaw XIII, Section 2*)

- a) Partnership Membership Dues – shall be 80% of Lifetime Membership Dues (10.23)
- b) Annual Membership Dues can be paid directly or through CalSTRS/CalPERS Pension Deduction (10.23)

1.3 Budget and Fiscal Matters

- a) The CTA/NEA-Retired Budget Year shall be September 1 to August 31 of the following year (*Bylaw XII, Section 1*)
- b) The Secretary/Treasurer shall:
 - Prepare an annual budget for consideration by the Board (*Bylaw V, Section 5*)
 - Present information on membership, budget, and other pertinent fiscal matters at every Board meeting
- c) The Board shall propose for adoption an annual budget at the Business Meeting held in proximity to the first CTA State Council of Education Meeting of the year (10.23)
- d) Expenses and reimbursements for Officers, the Board, and for authorized membership activity shall be in accordance with CTA policy (*Bylaw XII, Section 3*)

1.4 Board Members

In addition to Bylaw Article VI, Section - Powers and Duties, each Board Member shall work to establish and support CTA/NEA-Retired chapters within their region. Chapter visitations shall be conducted on an annual basis. Membership recruitment shall be a high priority.

STANDING RULE 2: Membership

2.1 Categories of Membership (*Bylaw IV, Section 1*) (10.23)

- a) Lifetime Membership
- b) Annual Membership
- c) Pre-retired Lifetime Subscriber
- d) Partnership Membership

2.2 Rights of Membership

No member shall be censured, suspended or expelled from membership without a due process hearing, which shall include the right to appellate review. The appellate review process shall follow CTA Standing Rules RULE 5-5: Procedures for Membership Complaints and RULE 5-6: Procedure for Expulsion of Members.

STANDING RULE 3: Elections

CTA/NEA-Retired shall work in conjunction with the California Teachers Association to conduct the elections of CTA/NEA-Retired Officers, Board Members, CTA/NEA-Retired State Council of Education Representatives (Representatives), CTA/NEA-Retired State Council of Education Alternates (Alternates), and delegates to the National Education Association Representative Assembly. (*Bylaw X, Section 2.b*) (3.23)

Except where specified in CTA/NEA-Retired Bylaws and Standing Rules, CTA/NEA-Retired elections shall follow the current CTA Elections Manual. (*Bylaw X, Section 2.c*)

3.1 Calendar

The elections calendar shall comply with CTA and NEA guidelines and timelines.

3.2 Committee

- a) The Elections Committee shall be comprised of at least three (3) members.
- b) Candidates for CTA/NEA-Retired offices cannot serve on the Elections Committee.
- c) The CTA/NEA-Retired Vice-President shall serve as the non-voting Board liaison to the Elections Committee.

3.3 Observers

Candidates for office are each entitled to have one (1) representative as an observer. The results of the election shall be transmitted to the President. With electronic voting, there is no observing of ballot counting, only the final results of the vote.

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3.4 Reporting of Election Results

The CTA/NEA-Retired President (President) shall announce the election results and transmit the results to the CTA/NEA-Retired Officers, Board Members, and candidates. Election results shall be printed in the *Retiree Advocate*.

3.5 Challenges

The CTA policy on election challenges will be followed when election results/processes are challenged.

3.6 Candidates for CTA/NEA-Retired Offices

- a) Candidate must be a member of CTA/NEA-Retired
- b) Candidate must reside in the retired electoral district/region they are elected to represent
- c) A Declaration of Candidacy form must be submitted by each candidate.
Declaration of Candidacy form(s) shall be published via e-mail, website, or in an issue of the official CTA publication

3.7 Terms of Office for CTA/NEA Retired Offices

Office	Term	Beginning Date
CTA/NEA-Retired President	2 - 2 yr. Terms	June 26 th
CTA/NEA-Retired Vice President	2 - 2 yr. Terms	June 26 th
CTA/NEA-Retired Secretary-Treasurer	2 - 2 yr. Terms	June 26 th
CTA/NEA-Retired State Council Representative/Board Member (two per CTA region and one At-Large)	3 - 3 yr. Terms	June 26 th
CTA/NEA-Retired State Council Alternate	3 - 3 yr. Terms	June 26 th

3.8 Election of CTA/NEA-Retired Officers and State Council Representatives/Board Members

- a) Voting timelines and procedures for each election shall be published by the Board
- b) The ballot will list the nominated, eligible candidate(s) by office, using the CTA Alphabet for the appropriate year.
- c) Each CTA/NEA-Retired member shall be eligible to cast a vote for one (1)

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candidate in each CTA/NEA-Retired Office on the ballot

- d) Representative or Alternate shall be eligible for reelection, but no person may serve more than three (3) consecutive three-year terms or serve more than eleven (11) consecutive years including completed and/or extended terms, without a break of service of at least one (1) year
- e) Service as a Representative or Alternate shall be calculated separately for the purposes of the eleven-year limitation
- f) Two (2) alternates in each electoral district shall be elected and ranked in the order of votes received in the alternate. The second alternate will be called to serve if the first alternate is unable to attend State Council. Only one (1) Alternate for the At-Large seat shall be elected in the Alternate election. (Bylaw, XI, Section 3) (10.23)
- g) If the position of Representative/Board Member becomes vacant before the end of the elected term, an appointed Alternate shall serve as interim Board Member until an election is held to fill that vacancy. If one (1) or more years of the vacant term will then remain, an election will be held to fill the remainder of the unexpired term
- h) If the position of a Representative/Board Member becomes vacant before the end of that Representative/Board Member's elected term, the appointed Alternate shall serve as interim Representative/Board Member through June 25 of the year in which the position becomes vacant.(10.23)

3.9 Election of CTA/NEA-Retired NEA Representative Assembly Delegates (*Bylaw X, Section 3*)

- a) Delegates will be allocated in the ratio of one (1) delegate for the first fifty (50) CTA/NEA-Retired members and an additional delegate for each 1,000 NEA-Retired members thereafter
- b) Membership figures are based on CTA/NEA-Retired membership as of January 15 of the calendar year in which the Representative Assembly convenes
- c) A Declaration of Candidacy form, with instructions for filing the form, shall be published via e-mail, website, or in the official publication of CTA
- d) Only CTA/NEA-Retired members who also hold NEA-Retired membership can vote for or serve as NEA-Retired delegates
- e) CTA/NEA-Retired embraces the goal set forth in NEA's Bylaw 3.1g and encourages ethnic minority representation. The CTA/NEA-Retired Election Standing Rules/procedures shall comply with NEA Bylaw 3-1.g in order to achieve ethnic minority representation

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STANDING RULE 4: Additional Responsibilities for the Officers, Board and Representatives

4.1 President (*Bylaw Article V, Section 3*)

The President, working with the Board, shall assign responsibilities in the following areas:

- a) ADVOCATE articles
- b) CTA/NEA-Retired webpage/social media
- c) Board “point person” for Regional Membership Coordinators
- d) Board “point person” on various “hot topics” of interest to CTA/NEA-Retired membership
- e) Board “point person” to the Democratic and Republican parties
- f) Editor for The Retiree ADVOCATE
- g) Chair of the WHO Award Selection Committee
- h) State Membership Coordinator
- i) Community Engagement Chair
- j) Members of the CTA/NEA-Retired Chapter Bylaw Review Committee
- k) The President will be responsible for communicating with elected Alternates

4.2 Vice President (*Bylaw Article V, Section 4*)

The Vice President shall:

- a) Work with the CTA/NEA-Retired staff to provide up-to-date local chapter contact information to be included in the CTA Regional Directories
- b) Coordinate CTA/NEA-Retired Exhibits and event coverage by Ambassadors and other representatives of CTA/NEA-Retired at various CTA and CTA/NEA-Retired events

4.3 Officers

All Officers will notify local CTA/NEA-Retired chapters of their availability to attend their local meetings

4.4 Representatives/Board Members: Powers and Duties (*Bylaw Article VI, Section 2*) Representatives/Board Members: shall:

- a) Develop a written plan to meet the goals of the Association and submit it to the President by August 31 of each year, ideally prior to the Association annual planning meeting. Any revision of the plan should be submitted prior to the first Board meeting following the planning meeting. The plan should be specific indicating what, when, and who is responsible. The plan shall include but not be limited to the following:
 - How responsibility for the region will be divided
 - How Service Center Council meetings will be attended (who will cover and how often)

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- How each of the Regions' Retired Chapters will be covered with the expectation that Representatives/Board Members will develop a personal relationship with chapter presidents and, where appropriate, attend local chapter meetings
 - How to keep chapter leaders and members informed about and involved with CTA/NEA-Retired and State Council issues and actions
 - How the Representatives/Board Members will each assist in chapter revitalization or chapter development, as appropriate.
 - How the Directors/State Council representatives will assist Regional Membership Coordinators and local presidents in member recruitment
 - How regular Regional presidents' meetings will be scheduled
 - How each Representatives/Board Members will help the Association meet its goals
- b) CTA often has political and organizational priorities. The President may request an additional plan from the Representatives/Board Members detailing how they may address these priorities, as they relate to the CTA/NEA-Retired Goals.
- In addition, CTA may have last minute or urgent requests for help related to legislation or other issues. In these instances, the President may engage members with specific requests. Representatives/Board Members should be prepared to assist in communicating these requests to chapter presidents and encouraging members to act on such requests
- c) Representatives/Board Members shall report at Board meetings how each Representatives/Board Members is meeting the goals of the written plan. This may include sharing challenges and difficulties experienced
- d) When assigned, Representatives/Board Members will write articles for The Retired ADVOCATE and submit them in a timely manner

4.5 At-Large Representative/At-Large Board Member (*Bylaw Article VI, Section 3*) Powers and Duties:

- a) The At-Large Representative/At-Large Board Member will develop a written plan to meet the goals of the Association and submit it to the President by August 31 of each year, ideally, prior to the Association annual planning meeting. Any revision of the plan should be submitted prior to the first Board of Directors meeting following the planning meeting. The plan shall include, but not be limited to, the following:
- Attend Service Center Council meetings
 - Assist local chapter presidents in minority member recruitment
 - Keep minority members informed about and involved with CTA/NEA-Retired and State Council issues and actions
 - Assist in chapter revitalization or chapter development, as appropriate
 - Be responsible for the selection and award of scholarships to CTA/NEA-Retired ethnic minority members for the CTA/NEA-Retired Issues

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Conference

- Include in the action plan how to help the Association meet its goals
 - Report at Board meetings how the At-Large Representative/At-Large Board Member is meeting the goals of the written plan. This may include sharing challenges and difficulties experienced
 - When assigned, write articles for The Retired ADVOCATE and submit them in a timely manner
 - Attend CTA Equity and Human Rights Conference
- b) CTA often has political and organizational priorities. The President may request an additional plan from the At-Large Representative/At-Large Board Member detailing how to engage minority members to help address these priorities, as they relate to the CTA/NEA-Retired Goals.
- In addition, CTA may have last minute or urgent requests for help related to legislation or other issues. In these instances, the President may engage members with specific requests. At-Large Representative/At-Large Board Member should be prepared to assist in communicating these requests to minority members and encouraging them to act on such request

4.6 Interim Board Member

The appointed interim board member will fulfill the duties and responsibilities of the Board Member being replaced, as described in Standing Rule 3.4 and 3.5, as well as Article 6, Section 2 of the CTA/NEA-Retired Bylaws.

4.7 NEA-Retired Annual Meeting

Purpose: Attendance at the annual meeting of NEA-Retired by the Officers and Board serves a vital interest to CTA/NEA-Retired, both from a standpoint of having a visible and active presence at the national level, and from the potential of acquiring valuable insights and perspectives beneficial to members in California.

- a) It is recommended that all Officers and Board Members attend the NEA-Retired Annual Meeting
- b) CTA/NEA-Retired shall offer reimbursement of travel expenses for Officers and Board Members to attend the NEA-Retired Annual Meeting. The reimbursement offer shall be extended only to those who will not be attending the NEA Representative Assembly as CTA State Delegates (10.23)
- c) Officers and Board Members who are also attending the NEA Representative Assembly as CTA State Delegates shall only be reimbursed for expenses not covered by CTA. Reimbursement shall include the hotel stay occurring between the end of the NEA-Retired Annual Meeting and the start of the NEA Representative Assembly (10.23)
- d) Reimbursement shall follow the CTA Membership Expense Reimbursement Policy, except CTA/NEA-Retired shall reimburse attendees for the cost of a single hotel room at the NEA-Retired Annual Meeting only (10.23)

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4.8 Criteria to Be Used by Officers and the Board for Selection of Members and Chairpersons of Committees, Outreach Programs, and Other Appointments

- a) Membership in good standing in CTA/NEA-Retired
- b) Provides for a representative cross section of CTA/NEA-Retired membership
- c) Knowledge and ability to articulate the purpose, goals, and policy of CTA/NEA-Retired
- d) Ability to attend meetings, trainings, briefings, and events as required by their particular committee or program
- e) Knowledge of the role and purpose of their particular committee or program

STANDING RULE 5: CTA/NEA-Retired Committees and Outreach Programs

5.1 Committees

- a) CTA/NEA-Retired shall include a list of Standing Committees on the website and in the Advocate
- b) All committees and outreach programs shall have regular meetings of their respective memberships
 - All meetings shall have a written agenda
 - There shall be at least one meeting per year
 - Each committee shall present a written report of activities at each general membership meeting, if requested by the President
 - Recommendations from committees and outreach programs shall be presented to the Board for consideration
- c) Each committee shall have a CTA/NEA-Retired Officer or Board Member as a liaison. The liaison to the Elections Committee will be non-voting
- d) Standing Committees
 - The Board, by majority vote at a regularly scheduled meeting, may propose the creation or elimination of a Standing Committee. A proposed Standing Committee shall be confirmed by a majority vote of members at a general membership meeting of CTA/NEA-Retired
 - The purpose, intent, and operational processes of all standing committees and outreach programs shall be described in these Standing Rules
 - CTA/NEA-Retired will make public dates, times, locations, and agendas as appropriate and feasible
- e) Ad-Hoc Committees
 - The Board, by majority vote, may create an Ad-Hoc Committee.
 - Ad-Hoc Committees shall have a maximum term of one year

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5.2 Standing Committees Roles and Duties (10.23)

The President will appoint members and chairpersons of all committees and outreach programs with the advice and consent of the Board of Directors (Bylaw V, Section 3.c)

a) WHO Award

Purpose: To determine ~~worthy~~ recipients of the Ellen Logue We Honor Ours (WHO) Award

- Duties and Responsibilities
 - a. Review and distribute nomination form
 - b. Receive completed nomination forms
 - c. Consider and rank completed nomination forms
 - d. Recommend a recipient of the award

b) Scholarships

Purpose: To determine worthy recipients of Sharilyn Gardella Russo and Gloria Pedretti Scholarships

- Duties and Responsibilities:
 - a. Receive completed scholarship application forms with recommendations submitted by the application deadline
 - b. Examine applications for completeness of details and relevance of recommendations
 - c. Rank scholarship applicants in order of preference, keeping in mind the number of scholarships available to be awarded in a given year
 - d. Recommend scholarship awardees to the CTA/NEA-Retired Board

c) Elections

Purpose: To ensure that CTA/NEA-Retired Elections are conducted fairly, timely, and accurately according to CTA Elections and CTA/NEA-Retired Bylaws and Standing Rules.

- Duties and Responsibilities:
 - a. Review for accuracy all CTA/NEA-Retired Election materials prior to distribution to members: Announcement Letter, Declaration of Candidacy, ballots, etc.
 - b. Collaborate with CTA Elections Committee to ensure CTA/NEA-Retired Bylaws and Standing Rules are adhered to prior to material distribution
 - c. Review for accuracy and compliance all CTA/NEA-Retired Electionss Declaration of Candidacy submissions
 - d. Confirm accuracy of Teller's Report according to CTA/NEA-Retired Bylaws and Standing Rules
 - e. Review and recommend updates for the Elections section on the CTA/NEA-Retired website.

d) Bylaws

Purpose: To ensure that State and Chapter bylaws meet the needs of CTA/NEA-Retired and comply with the requirements of CTA and NEA.

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- Duties and Responsibilities:
 - a. Consider, review, and recommend amendments to the CTA/NEA-Retired Bylaws and local CTA/NEA-Retired chapter bylaws
 - b. Review initial local chapter Bylaw submissions
 - c. To ensure that local chapters are familiar to the CTA/NEA-Retired Bylaws
 - d. To ensure that local chapters adhere to the fundamental democratic principles of CTA/NEA-Retired, CTA, and NEA
 - e. Periodically review local chapter bylaws
- e) Membership
Purpose: To review issues pertaining to membership recruitment and retention
 - Duties and Responsibilities
 - a. Review and modify membership applications, ~~and~~ brochures, and resources
 - b. Strategic planning for membership recruitment and engagement
 - c. Establish need for trainings and their implementation
- f) Communications
Purpose: To provide various modes of communication between CTA/NEA-Retired and the Retired/Active CTA Membership and other interested parties.
 - Duties and Responsibilities
 - a. Prepare newsletters and other publications that provide timely and important information about CTA/NEA-Retired and matters related to CTA, NEA, and education
 - b. Develop literature and related materials
 - c. Manage CTA/NEA-Retired social media accounts and website
 - d. Strategize and make recommendations on improving communication to and from the Membership
- g) Budget
Purpose: To provide oversight of the Association's fiscal matters
 - Duties and Responsibilities
 - a. Assist the Secretary/Treasurer in preparing and amending the annual budget
 - b. Plan, consider strategic priorities, and provide recommendations to the Board of Directors
 - c. Review expenditures
- h) Issues
Purpose: To investigate issues important to Retired members not addressed by any other committee.

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- Duties and Responsibilities:
 - a. Receive information and direction from CTA/NEA-Retired Board
 - b. Receive information from local chapters and members
 - c. Address issues as they relate to building stronger local chapters and CTA/NEA-Retired
 - d. Research issues and make recommendation to the CTA/NEA-Retired Board, as appropriate
- i) Political Action
Purpose: To monitor and follow political issues locally, in California, and nationally, and make recommendations of action by CTA/NEA-Retired and its members.
 - Duties and Responsibilities:
 - a. Receive information from local chapters and state leadership regarding local and state political initiatives
 - b. Determine realistic member involvement in political action efforts both locally and in the state
 - c. Liaise with CTA/NEA-Retired state leadership to prioritize and coordinate member actions (i.e. RAN [Retired Action Network]) including local and state lobbying
 - d. Receive information from CTA and NEA Legislative Advocates in order to strategize member participation in appropriate political action.
- j) REAC
Purpose: To Promote Black, Indigenous and People of Color (BIPOC) participation in all areas of CTA leadership
 - Duties and Responsibilities
 - a. Monitor BIPOC representation within the Association as set forth in the governing documents and as identified by the Racial Equity Steering Committee
 - b. Provide BIPOC input on CTA membership programs and policies; Make specific recommendations to the Board for continuing BIPOC input into the Association
 - c. Work toward an inclusive Association that involves and empowers its equity-minded members
 - d. Advise the Board in addressing the needs of California's ethnically diverse student and educator population
 - e. Take an active role in in promoting anti-bias and anti-racist activities in our communities.

5.3 Service Center Liaison Program

Purpose: Liaisons in this program represent CTA/NEA-Retired interests and provide a positive connection between active CTA chapters, their Presidents, and CTA/NEA-Retired. This connection should facilitate cooperation between active and retired members while facilitating both their programs. The CTA/NEA-Retired programs include, but are not limited to, membership recruitment,

community engagement, and political programs.

- Duties and Responsibilities:
 - a. Report on the activities and events of CTA/NEA-Retired events to CTA Service Center Councils
 - b. Monitor and report the activities and events of CTA Service Center Councils to local CTA/NEA-Retired chapters in order to facilitate CTA/NEA-Retired support of active local chapters
 - c. Report to the CTA/NEA-Retired Board of Directors on matters affecting CTA/NEA-Retired discussed at Service Center Council meetings and events
 - d. Make any necessary recommendations to CTA/NEA-Retired leadership concerning the status of policies/procedures which affect (or will affect) CTA/NEA-Retired
- Composition:
 - a. The number of liaisons shall be sufficient to monitor the activities of the CTA Service Center Councils
 - b. Recommendations for appointment by the President shall take into consideration input from Service Center Council Chairs, CTA Directors, and CTA/NEA-Retired local Chapter Presidents

5.4 Liaison to CalSTRS

Purpose: *Liaisons are advocates for our members. They facilitate two-way communication between CTA/NEA-Retired and CalSTRS.*

- Duties and Responsibilities:
 - a. Monitor and report on the proceedings of the CalSTRS Board of Director meetings
 - b. Report to the CTA/NEA-Retired Board on matters affecting retirement discussed at CalSTRS Board meetings
 - c. Make any necessary recommendations to CTA/NEA-Retired leadership concerning the status of policies/procedures which affect (or will affect) CTA/NEA-Retired
 - d. Work with CTA staff assigned to CalSTRS on matters affecting retirement
- Composition:

There shall be at least one (1) CTA/NEA-Retired Liaison assigned to monitor the activities of CalSTRS

5.5 CTA/NEA-Retired Membership Coordinators

Purpose: Membership Coordinators facilitate membership recruitment programs in each of the regions where they are assigned and regularly report to the CTA/NEA-Retired President and/or Vice-President.

- Duties and Responsibilities:
 - a. Assist in meeting the CTA/NEA-Retired goal of increasing membership
 - b. Work with Board Members, Service Center Council Chairs, and CTA/NEA-

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Retired Liaisons to coordinate membership recruiting activities, especially in areas not currently represented by CTA/NEA-Retired chapters

- c. Utilize various strategies and active CTA Service Center Council and Association events to start new CTA/NEA-Retired chapters or increase membership in established CTA/NEA-Retired chapters
- d. Assisting in the design and implementation of CTA/NEA-Retired state-level membership programs
- e. Designing appropriate membership campaigns including individual and cadre (team) approaches
- f. Making presentations and promoting CTA/NEA-Retired membership in designated Chapters/UniServs and Service Center
- g. Councils as well as other membership promotion opportunities including active pre-retirees
- Composition:
There will be at least one (1) CTA/NEA-Retired Membership Coordinator assigned to each of the four (4) CTA/NEA-Retired regions (same as CTA Regions)

5.6 Membership Recruitment Ambassadors

Purpose: Membership Recruitment Ambassadors are part of the membership program and focus their energies on engaging potential members and enrolling them as Pre-Retired Lifetime Subscriber_Members. Ambassadors will engage active CTA members in supporting the CTA/NEA-Retired Scholarship Programs.

- Duties and Responsibilities:
 - a. Engage in discussion with CTA active members at CTA conferences and events regarding the benefits of CTA/NEA-Retired membership.
Example engagement questions:
 - “Do you know about all the benefits that CTA members have?”
 - “Did you know that active CTA members can become a Pre-Retired Member of CTA/NEA- Retired?”
 - “Do you have suggestions for improvement of our brochure?”
 - “Does your local association give memberships to its retirees?”
 - “Do you know that CTA/NEA-Retired members can be of great service to local associations?”
 - b. Provide opportunities for active CTA members to become Pre-Retired Lifetime Subscriber_Members of CTA/NEA-Retired
 - c. Solicit donations to the Scholarship Funds
- Composition:
When possible, there will be at least two (2) CTA/NEA-Retired Ambassadors assigned to tables at CTA conferences and events

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5.7 CTA/NEA-Retired participation at Statewide Political Party Meetings

Purpose: Participation in political party activity is essential to the interests of our members and Association. CTA/NEA-Retired members who attend statewide political party conventions, executive board, and/or standing committee meetings (as voting members) will be provided reimbursement for expenses. The reimbursement amount shall be up to \$150 per meeting with an annual limit of \$450.

a) Conditions for funding are:

- CTA/NEA-Retired member in good standing
- Must have voting rights for the statewide political party meeting for which reimbursement is requested
- Must attend:
 - a. the CTA Caucus for the Democratic Party
 - b. the CTA breakfast and reception for the Republican Party
- Submit a Member Expense Statement with receipts for the agreed upon amount of reimbursement.
- Must submit a Political Party Participation Form along with the Member Expense Statement
- Any exceptions to the above, must have approval from the President

5.8 Chapter Bylaw Review Committee

- a) On an annual basis, the Chapter Bylaw Committee shall review the Chapter Bylaw Template to ensure alignment with the CTA/NEA-Retired Bylaws and Standing Rules
- b) As appropriate and necessary, a Chapter Bylaw Review Committee shall be convened to provide guidance and direction regarding local chapter Bylaws
- c) The Bylaws Committee shall review proposed new chapter Bylaws or existing chapter Bylaws if directed by the President and Board
- d) The Bylaws Committee will determine local Bylaw alignment with CTA/NEA-Retired, CTA, and NEA representational requirements

STANDING RULE 6: CTA/NEA-Retired Awards, Tributes, and Scholarships

6.1 CTA/NEA-Retired Ellen Logue We Honor Ours (WHO) Award

Purpose: This award exemplifies the high ideals of public education, the profession, and the Association. First and foremost, the nominee will be an outstanding retired educator, someone whose impact on public education is admirable. In addition, the nominee is a person who has provided specific contributions to retirees through innovative projects or remarkable successes. Most likely, such a retiree will also be involved in some community and Association activities which promote public education.

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October 23, 2015; January 29, 2016;
June 2, 2017; October 23, 2020; June 4, 2021; January 5, 2022;
May 20, 2022; March 24, 2023; October 20, 2023; May 31, 2024

a) Eligibility:

- The nominating individual must be a member of CTA/NEA or CTA/NEA – Retired in good standing
- The nominee must be a member of CTA/NEA-Retired (in good standing)
- While Association leadership experience is not a prerequisite for this award, it is expected that the nominee has demonstrated support of CTA/NEA-Retired

b) Process:

- The President shall appoint a Chairperson of the WHO Award Committee with the approval of the Board of Directors
- The Chairperson and committee members shall be CTA/NEA-Retired members
- The CTA/NEA-Retired Secretary/Treasurer (Treasurer) shall order the state WHO Award
- The name of the individual selected by the committee will be shared with the Board
- The individual selected by the committee will be invited to receive the award at the Annual Membership Meeting held in conjunction with the CTA/NEA-Retired Issues Conference

6.2 Scholarships to the CTA/NEA-Retired Issues Conference for Ethnic Minority Members

- a) Each year, two (2) scholarships will be awarded to two (2) ethnic minority CTA/NEA-Retired members (self-identification must be included) to attend the CTA/NEA-Retired Issues Conference
- b) The Ethnic Minority At-Large Board Member will be responsible for the following:
- Encouraging CTA/NEA-Retired ethnic minority members to apply for the scholarships
 - Notification and promotion of available scholarships (statewide)
 - Scholarship application to be placed on CTA/NEA-Retired website
 - Timelines to coincide with conference registration
 - Selection criteria will be determined by the Board
 - Chair the Ethnic Minority Scholarship Selection Committee
 - Presents selected awardees to the Board for approval

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- c) Scholarship will include:
- Conference registration
 - Meals not provided for during the conference
 - Hotel for 1 night (additional nights lodging must have prior approval by the President)
 - Transportation Mileage only, as per the CTA mileage reimbursement rate)
 - Reimbursement will follow CTA Policy and no advance funds will be provided

6.3 Scholarships to the Annual NEA-Organizing Conference

- a) Each year, two (2) scholarships may be awarded to two (2) CTA/NEA-Retired members to attend the Annual NEA-Retired Organizing Conference (Usually held annually in March)
- b) Each Officer and Member of the Board of Directors will nominate (1) one member at the January Board of Directors Meeting
- Must be a member “in good standing” of CTA/NEA-Retired
 - Must not have previously received a conference scholarship from
 - CTA/NEA-Retired
- c) Notification
- Recipients will be notified as soon as possible and asked if they are accepting the scholarship. (so that alternate(s) may have time to be notified if necessary)
 - Recipients will be provided directions on registering and requirements for reimbursement in writing
- d) Scholarships will include:
- Conference registration
 - Meals not provided for during the conference (following CTA policy)
 - Hotel for 2 nights (single occupancy at the NEA Conference rate)
 - Transportation (coach airfare/mileage per CTA Policy)
 - Any exceptions to the above, must have prior approval from the President
- e) Requirements for Reimbursement (CTA Policy).
- Completion of the CTA Member Expense Form/(with receipts) within 30 days (*no advance funds will be provided*)
 - Completion of a Conference Attendance Report Form

6.4 Scholarships to the Annual CTA Summer Institute (10.23)

- a) Each year, at least two (2) scholarships may be awarded to CTA/NEA-Retired members to attend the Summer Institute
- b) The CTA/NEA-Retired Board shall determine the number of scholarships and the Summer Institute Strand(s)
- c) The CTA/NEA-Retired Board shall approve attendees at the March Board of Directors Meeting
 - Selection shall provide for fair geographic representation and need
 - Must be a member “in good standing” of CTA/NEA-Retired
 - Must not have previously received a conference scholarship from CTA/NEA - Retired
- d) Notification
 - Recipients will be notified as soon as possible and asked if they are accepting the scholarship. (so that alternate(s) may have time to be notified if necessary)
 - Recipients will be provided directions on registering and requirements for reimbursement in writing
- e) Scholarships will include:
 - Conference registration
 - Meals not provided for during the conference (following CTA policy)
 - Transportation (coach airfare/mileage per CTA Policy)
 - Any exceptions to the above, must have prior approval from the President
- f) Requirements for Reimbursement (CTA Policy).
 - Completion of the CTA Member Expense Form/(with receipts) within 30 days (no advance funds will be provided)
 - Completion of a Conference Attendance Report Form

6.5 Student Scholarships

- a) The number and amount of the Annual Scholarships shall be determined by the Board upon recommendation of the Officers. Current CTA/NEA-Retired scholarships are the Sharilynn Gardella Russo Memorial Scholarship and the CTA/NEA-Retired Pedretti Credential Candidate Scholarship
- b) The Scholarship Committee:
 - The President shall appoint the Chair and members of the Scholarship Committee
 - The Scholarship Committee shall be composed of members of CTA/NEA-Retired

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c) Scholarship Recipient Application and Selection Process

- Applications will be created and modified by the Scholarship Committee. Changes to applications will be shared with Board
- Eligibility criteria, timelines and other mechanics associated with these scholarships will be established by the Russo Scholarship Committee with approval of the Board of Directors
- A rubric for evaluating scholarship applications will be created by the Scholarship Committee (i.e., points for CTA membership, parents who are members of CTA, community involvement, financial need, etc.)
- The Scholarship Committee will score the applications and make recommendations to the Board
- Application for scholarships will be promoted through:
 - a. College/University advertising via campus department chairs and, if applicable, scholarship offices (Campus contacts shall be reviewed annually)
 - b. CTA Higher Education/CCA affiliates
 - c. Student CTA members
 - d. CTA/NEA-Retired *Retiree Advocate*, website, and other e-media
 - e. The *California Educator* (with approval from CTA Board and *Educator* editor)
 - f. CTA State Council of Education
 - g. Notices sent to active CTA local Presidents/Service Center Council Chairs (via "Thursday mail")

d) Scholarship Funds Solicitation and Accounting

- The Board will determine the focus of scholarship fundraising on an annual basis
- Scholarship funding will be solicited through:
 - a. CTA/NEA-Retired advertising via the *Retiree Advocate*, CTA/NEA-Retired website and other e-media
 - b. The *California Educator* (with approval from CTA Board and *Educator* editor)
 - c. CTA/NEA-Retired Ambassador tables set-up at CTA State Council of Education meetings, CTA statewide and regional conferences, and the California Caucus at the NEA RA
 - d. Notices sent to active CTA local Presidents/Service Center Council Chairs (via "Thursday mail")
- Accounting of the Scholarship funds shall be the responsibility of the Treasurer in conjunction with CTA Staff overseeing the operation of the CTA Foundation for Teaching and Learning. The Treasurer shall:
 - a. Maintain the separate accounting of the Scholarship Fund, including breakdowns of the Russo and the CTA/NEA-R Pedretti Credential Candidate scholarships

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- b. Include a report on the Scholarship Fund when reporting out regular financial and budget reports to the Board
 - c. Direct all Scholarship Fund proceeds received to CTA/NEA-Retired, PO Box 921, Burlingame, CA 94011 via certified mail (return request)
 - d. All expenses associated with the maintenance of the Scholarship Fund shall be “charged” to CTA/NEA-Retired budget number
 - e. Scholarship awards shall be “drawn” from the Scholarship fund account established under the CTA Foundation for Teaching and Learning
- e) Scholarship Descriptions and Base Eligibility Requirements
- Sharilynn Gardella Russo Memorial Scholarship was established in January of 2013 and is given in memory of Sharilynn Gardella Russo to provide financial aid to students pursuing a college degree, credential or certification for a Speech Pathology and/or Audiology-related career in public education in an accredited institution of higher education
 - a. Proof of enrollment in Speech/Language Pathology program will be required prior to awarding of Russo Scholarship money
 - b. In addition to the scholarship promotion mentioned above, for the Russo Scholarship, CASHA (California Association of Speech and Hearing Association) will also be contacted via the CASHA Liaison to CTA State Council
 - CTA/NEA-Retired Pedretti Credential Candidate Scholarship was established in July of 2021 through a generous donation by CTA/NEA-Retired member, Gloria Pedretti. This scholarship is to provide financial aid to students pursuing a pre-K through twelfth grade teaching credential through an accredited institution of higher education. This scholarship is dedicated to CTA/NEA-Retired member Gloria Petretti’s former students
 - a. Proof of enrollment or acceptance into a credential program will be required prior to awarding the CTA/NEA-Retired Credential Candidate scholarship money

STANDING RULE 7: CTA/NEA-Retired New Chapter/Chapter Revitalization Assistance Funding

Purpose: Chapter Assistance Reimbursement is intended to supplement, not supplant, local chapter funding and serve as “start-up funding” or funding to assist a chapter “striving to revitalize.” The funding is to be used for expenses such as postage, office supplies, electronic communication, meeting costs, member outreach, necessary travel, etc. Each CTA/NEA Retired chapter is eligible for this program on an annual basis.

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7.1 New Chapter Assistance Reimbursement Process:

- a) The Organizing Committee (a core group of retired educators organizing a local chapter), should work closely with the Regional Board Members and Regional Membership Coordinator
- b) The Organizing Committee must submit proposed local Bylaws to the President, indicating the name and contact information of the person selected by the Organizing Committee as “acting local president”
- c) Once the President has tentatively approved the local Bylaws, the chapter will be eligible for start-up expense reimbursement of no more than \$300
- d) Formal approval of the new chapter’s Bylaws will be considered at a scheduled Board meeting
- e) Reimbursement requests should be made by using a CTA Expense Form sent to CTA/NEA-Retired, 1705 Murchison Dr, Burlingame, CA 94010
- f) On the Expense Form, notation at the top should indicate “New Chapter Assistance” and the name of the chapter. Reimbursement may be made to the authorized Organizing Committee member, chapter president, treasurer, or to the named chapter itself. Itemized expenses should be indicated with receipts attached
- g) It is not necessary that the entire \$300 be reimbursed at one time, but once the \$300 total has been reimbursed, the assistance will end.
- h) The Board may extend or expand this assistance in the event of emergency or special circumstances

7.2 Chapter Revitalization Reimbursement Process

- a) A local chapter engaging in “revitalization” shall communicate to the President the intent to revitalize the chapter, including total number of current members and a plan to rebuild membership
- b) The local chapter engaging in “revitalization” should work closely with the Regional Board Members and Regional Membership Coordinator.
- c) Once the President has tentatively approved the revitalization plan, the chapter will be eligible for expense reimbursement of no more than \$300
- d) A local chapter attempting to revitalize shall indicate the name of the chapter at the top of the CTA Expense Form, with the notation “Revitalizing Chapter”
- e) Submission of Expense Form and procedure for reimbursement to a revitalizing chapter shall follow the process indicated in 6.1(e) above
- f) The Board may extend or expand this assistance in the event of emergency or special circumstances

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STANDING RULE 8: Amendments to Standing Rules

8.1 Proposed Amendments

Amendments and revisions to these Standing Rules may be proposed by a Board Member.

- a) Proposed amendments/revisions will be placed on the agenda of an upcoming Board meeting.

8.2 Notification to the Board

Proposed amendments or revisions to these Standing Rules must be communicated to the Board at least two (2) days prior to the Board voting on proposed amendments/revisions.

8.3 Adoption of Amendments

Adoption of proposed amendments shall be by a majority of the Board members present and voting.

8.4 Effective Date

Amendments to these Standing Rules shall be effective upon adoption.