Sample By-laws (Excerpt)

A. The President shall be the chief executive officer of the Association and its policy leader.

1. Preside at all meetings of the Association, the Representative Council and Executive Board;

2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;

3. Be the official spokesperson for the Association;

4. Be familiar with the governance documents of the Association, CTA, and NEA;

5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;

6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;

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

1. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;

2. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;

3. Adopt the local Standing Rules for the Association

Sample Standing Rules (Excerpt)

1. Process for ratification of contract.

   a. Within no more than two school (2) days of reaching a tentative agreement (TA) with the District, the Executive Board will make available to all members of the association on the Association website and the Association e-mail distribution list the signed TA as well as a summary of key changes.

   b. Within no more than five (5) school days of the distribution of the TA and the summary, the Association shall conduct a vote by secret ballot at all campuses in the district over a two (2) day duration. Voting will be conducted before school, after school, and during duty-free lunch.

   c. The Executive Board of the Association retains the right to alter these procedures with a 3/4 vote of the board. If the board so decides, the chapter president shall provide, in writing, the reason (or reasons) for the change to the representative council before the new procedure is implemented.