

Adopted January 25, 2014  
Amended March 28, 2014; October 24, 2014  
October 23, 2015; January 29, 2016;  
June 2, 2017



## **CTA/NEA-RETIRED STANDING RULES**

### **STANDING RULE 1: Business**

#### **1.1 Statement of Goals**

The Board of Directors shall annually recommend a "Statement of Goals" prior to the Annual Business Meeting held in conjunction with the May/June CTA State Council of Education meeting. The "Statement of Goals" shall be adopted by a majority vote of the members in attendance at this meeting.

#### **1.2 Dues**

The Board of Directors 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.

#### **1.3 Budget and Fiscal Matters**

The Secretary/Treasurer shall:

- a) Prepare an annual budget for consideration by the Board of Directors at their fourth meeting of the fiscal year prior to adoption at the Annual Business Meeting held in conjunction with the May/June State Council of Education meeting
- b) Present to the Board of Directors, at each meeting, information on membership, budget and other pertinent fiscal reports

The rules governing the control for necessary expenses for Officers, Board Members or authorized membership activity shall be in accordance with CTA policy.

#### **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: Elections**

#### **2.1 Calendar**

The Board of Directors shall annually adopt the elections calendar at its first meeting. The calendar shall comply with CTA and NEA deadlines. In the event that modifications need to be made, the calendar can be adjusted by the President with agreement of the Officers.

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## 2.2 Committee

The President shall appoint an Elections Chairperson with the approval of the Board of Directors. The Chairperson and members of the Elections Committee shall be CTA/NEA-Retired members. The Chairpersons shall select members to serve on the Elections Committee. Candidates for offices cannot serve on the Elections Committee.

## 2.3 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.

## 2.4 Reporting of Election Results

The President shall announce the election results and transmit the results to the Officers, Board Members and candidates. Election results shall be printed in the *Retiree Advocate*. Ballots shall be stored at the CTA Headquarters for one (1) year.

## 2.5 Challenges

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

- a) A challenge cannot be initiated until the results of the elections have been announced
- b) The challenging party or parties shall notify in writing the CTA/NEA-Retired President and the CTA/NEA-Retired Elections Chair of a challenge within ten (10) calendar days after the announcement of the results of the election
- c) The notification must:
  - Specify which of the CTA/NEA-Retired Bylaw(s) and/or Standing Rule(s) have been violated
  - Attach evidence of the violations, insofar as possible
  - List names and addresses of parties who can give evidence
- d) Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the CTA/NEA-Retired Elections Committee shall, in accordance with the unit's Bylaws and Standing Rules, conduct an investigation and determine whether or not the challenge:
  - Reflects a violation(s) of the CTA/NEA-Retired election rules and requirement(s)
  - Is supported by the appropriate documentation
  - Requires more information to be submitted (the information will be obtained by the most feasible method)
  - Identify violation(s) that may have affected the outcome of the election

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- e) Within the same ten (10) calendar day period, the CTA/NEA-Retired Elections Committee shall submit a written report including issues, findings and recommendations to the CTA/NEA-Retired Board of Directors
- f) The CTA/NEA-Retired Board of Directors shall act on the report no later than ten (10) calendar days following receipt of the written report of the Elections Committee in accordance with CTA Challenge Procedures as described in Appendix O - CTA Challenge Procedures - Local Elections of CTA Elections Manual. The CTA/NEA-Retired Board of Directors must issue its decisions in writing to the challenger and the Elections Committee Chair
- g) If the challenging party or parties appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the unit's governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
  - Specifically which unit Bylaw(s) and/or Standing Rule(s) have been violated
  - Attached evidence of the violations, insofar as possible
  - List names and addresses of parties who can give evidence
  - Written response of unit's governance body to original challenge
- h) Any member of the CTA/NEA-Retired Board of Directors who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the CTA/NEA-Retired Board of Directors is unable to act on the challenge, the decision shall move to the next highest decision making body according to the CTA/NEA-Retired governance documents
- i) If the CTA/NEA-Retired Board of Directors fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 6 (a-c) above by writing to the CTA President
- j) In the circumstance where an election has been conducted to elect one (1) or more officers, and the elections results are challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved

## 2.6 Election of State Council Representatives

- a) Candidate must be a member of CTA/NEA-Retired and must reside in the retired electoral district he/she is elected to represent
- b) Voting timelines and procedures for the election of Retired Representatives or Alternate shall be published by the CTA/NEA-Retired Board of Directors to correspond with official CTA publication dates
- c) A nomination/self-nomination form for Retired Representatives or Alternate shall be published in an issue of the official CTA publication in the year in which the election is to be held
- d) The ballot will list the nominated, eligible candidate(s) by electoral district, using the CTA Alphabet for the appropriate year, and indicate which position(s) the candidate(s) are running to fill

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- e) Each CTA/NEA-Retired member shall be eligible to cast a vote for one (1) Retired Representative and/or Alternate candidate in each retired electoral district on the ballot
- f) The term of the CTA/NEA-Retired Representative or Alternate shall be three (3) years
- g) A CTA/NEA-Retired 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
- h) Service as a CTA/NEA-Retired Representative or Alternate, and service as a Representative or alternate elected from an electoral district shall be calculated separately for the purposes of the eleven-year limitation
- i) Two (2) alternates in each electoral district shall be elected and ranked in the order of votes received in the alternate election. When an alternate is needed, the first alternate is called to serve. The second alternate is only called when both the CTA/NEA-Retired Board Member and the first alternate are unable to attend State Council
- j) If the position of CTA/NEA-Retired Representative becomes vacant before the end of the CTA/NEA-Retired elected term, the first Alternate shall serve as Retired Representative until an election is held to fill that vacancy. That election shall be part of the normal election cycle of CTA/NEA-Retired
- k) 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
- l) The CTA/NEA-Retired Board of Directors shall have the authority to call a Special Election for Retired Representative(s) whenever conditions warrant

## 2.7 Election of CTA/NEA-Retired NEA Representative Assembly Delegates

- 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 in the official publication of CTA
- d) Only CTA/NEA-Retired and CTA/NEA Retired Life Members who also hold NEA-Retired membership can vote for or serve as NEA-Retired delegates
- e) The CTA/NEA-Retired Election Standing Rules/procedures shall comply with NEA Bylaw 3-1.g in order to achieve ethnic minority representation

## **STANDING RULE 3: CTA/NEA-Retired Outreach Programs**

### 3.1 Service Center Liaison Program

Adopted January 25, 2014  
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*Purpose: This program provides 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
- 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 effect (or will effect) 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 shall take into consideration input from Service Center Council Chairs, CTA Directors and CTA/NEA-Retired local Chapter Presidents
- c) Recommendations for appointment shall take into consideration:
  - An overall knowledge of CTA/NEA-Retired purpose, goals and policy
  - An ability to articulate the CTA/NEA-Retired purpose, goals and policy during Service Center Council meetings and events
  - Ability to attend meetings and events of CTA Service Center Councils, including pre-retirement workshops
  - Willingness to complete the Liaison Report Form after meetings attended
  - Willingness to participate in member recruitment activities

### 3.2 Liaison to CalSTRS

*Purpose: The Liaison is an advocate for our members. He/she facilitates two-way communication between CTA/NEA-Retired and CalSTRS.*

*Duties and Responsibilities:*

- a) Monitor and report on the proceedings of the CalSTRS Board of Directors' meetings
- b) Report to the CTA/NEA-Retired Board of Directors on matters affecting retirement discussed at CalSTRS Board of Directors' meetings

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- c) Make any necessary recommendations to CTA/NEA-Retired leadership concerning the status of policies/procedures discussed which effect (or will effect) CTA/NEA-Retired
- d) Work with CTA staff assigned to CalSTRS on matters affecting retirement

Composition:

- a) There will be one (1) CTA/NEA-Retired Liaison assigned to monitor the activities of the CalSTRS
- b) Recommendations for appointment shall take into consideration:
  - An overall knowledge of CTA/NEA-Retired purpose, goals and policy
  - An ability to articulate the CTA/NEA-Retired purpose, goals and policy to CTA staff assigned to CalSTRS
  - Ability to attend meetings of the CalSTRS Board of Directors
  - Willingness to complete the Liaison Report Form after meetings attended

### 3.3 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 Membership Chair.*

*Duties and Responsibilities:*

- a) Assist in meeting the CTA/NEA-Retired goal of increasing membership by 10% annually
- b) Work with Service Center Council Chairs and CTA/NEA-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

Composition:

- a) There will be at least one (1) CTA/NEA-Retired Membership Coordinator assigned to each of the four (4) CTA/NEA-Retired regions
- b) Recommendations for appointment shall take into consideration:
  - Knowledge and ability to articulate CTA/NEA-Retired benefits, purpose, goals and policy
  - Attending briefings and trainings as requested
  - Assisting in the design and implementation of CTA/NEA-Retired state level membership programs
  - Designing appropriate membership campaigns for targets including individual and cadre (team) approaches
  - Making presentations and promoting CTA/NEA-Retired membership in designated Chapters/UniServs and Service Center

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Councils as well as other membership promotion opportunities including active pre-retirees

- Reporting activities to CTA/NEA-Retired leadership

### 3.4 Membership Recruitment Ambassadors

*Purpose: Membership Recruitment Ambassadors are part of the membership program and focus their energies on engaging potential members and signing them up as Pre-retired members. In addition, this time at conferences is an opportunity for them to engage active CTA members in one of our Student CTA outreach programs, the Sharilynn Gardella Russo Scholarship Fund, and to solicit donations.*

#### *Duties and Responsibilities:*

- a) Engage in discussion with CTA active members at CTA conferences and events regarding the benefits of CTA/NEA-Retired membership. “Do you know about all the benefits that CTA members have?” “Did you know that active CTA members can become Pre-Retired members of CTA/NEA-Retired?” What do you think of our new brochure (assuming we have one)?” “Does your local association give memberships to its retirees?” “CTA/NEA-Retired members can be of great service to local associations.”
- b) Provide opportunities for active CTA members to become Pre-retired members of CTA/NEA-Retired
- c) Solicit donations to the Sharilynn Gardella Russo Memorial Scholarship Fund

#### *Composition:*

- a) There will be at least two (2) CTA/NEA-Retired Ambassadors assigned to tables at CTA conferences and events
- b) Recommendations for appointment shall take into consideration:
  - Knowledge and ability to articulate CTA/NEA-Retired benefits, purpose, goals and policies to active CTA members
  - Willingness to persuade active CTA members to join CTA/NEA-Retired as Pre-retired members

### 3.5 Liaisons to CTA Caucus at Statewide Political Party Meetings

*Purpose: Provide CTA/NEA-Retired members who attend the CTA Caucus at statewide Political Party meetings as voting members some reimbursement for expenses to be decided in October of each calendar year. The reimbursement for 2015-2016 will be \$75.00.*

#### *Conditions for funding are:*

1. CTA/NEA-Retired member in good standing.
2. Must attend the CTA Caucus.
3. Submit a Member Expense Statement with receipts for the agreed upon amount of reimbursement.

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4. Must send CTA/NEA-Retired the Political Party Participation Form as those seeking CTA reimbursement are required to do.

These meetings are usually held three (3) times a year. One is the "Convention" and two (2) are Executive Board Meetings.

### 3.6 Scholarships to the CTA-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 Director will be responsible for the following:
  - Scholarship application to be placed on CTA/NEA-Retired website
  - Timelines to coincide with conference registration
  - Selection criteria
  - Committee to make the selection (if needed)
  - CTA/NEA-Retired Standing Rule to "codify" practice
  - Notification of available scholarships (statewide)
- c) Scholarship will include:
  - Conference registration
  - Meals not provided for during the conference
  - Hotel for 1 night
  - Transportation (either \$100 to offset costs or no transportation to be reimbursed)
  - Reimbursement will follow CTA Policy and no advance funds will be provided

### 3.7 Scholarships to the Annual NEA-Organizing Conference

- a) Each year, two (2) scholarships will 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) Procedure:
  - Each Officer and Board member will write their nominee's name on a slip of paper and fold it to make it secret
  - The slips will be collected and placed together in a container
  - Four (4) slips/names will be drawn one at a time
    - The first two (2) will be the scholarship recipients
    - The next two (2) will be alternates in the order their name was pulled
  - Recipients will be notified as soon as possible and asked if they are



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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)
- 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

#### **STANDING RULE 4: CTA/NEA-Retired Awards and Tributes**

##### 4.1 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.*

##### 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

##### Process:

- The President shall appoint a Chairperson of the WHO Award Committee with the approval of the Board of Directors
- The Chairperson shall select members to serve on the committee
- The Chairperson and committee members shall be CTA/NEA-Retired members
- The CTA/NEA-Retired Secretary/Treasurer shall order the state WHO Award
- The name of the individual selected by the committee will be shared with the Board of Directors
- 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 held in February/March

Adopted January 25, 2014  
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#### 4.2 Sharilynn Gardella Scholarship

Purpose: *The Sharilynn Gardella Russo Memorial Scholarship Fund 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.*

- The number and amount of the Annual Scholarships shall be determined by the Board of Directors upon recommendation of the Officers. The first two (2) scholarships of \$1000 each will be awarded in spring, 2014.

##### 4.2.1 The Sharilynn Gardella Russo Memorial Scholarship Committee

- The CTA/NEA-Retired President shall appoint the Chair and members of the Russo Scholarship Committee
- The Committee shall be composed of members of CTA/NEA-Retired

##### 4.2.2 Scholarship Recipient Application and Selection Process

- The application will be created by the Scholarship committee and approved by the CTA/NEA-Retired Board of Directors
- 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.)
- Proof of enrollment in Speech/Language Pathology program will be required prior to awarding of scholarship money
- Russo Scholarship applicants will be solicited through:
  - a) College/University advertising via campus department chairs and scholarship offices
  - b) CTA Higher Education/CCA/CFA affiliates
  - c) CTA/NEA-Retired *Retiree Advocate*, website and other e-media
  - d) The *California Educator* (with approval from CTA Board and *Educator* editor)
  - e) CTA State Council of Education
  - f) Notices sent to active CTA local Presidents/Service Center Council Chairs (via "Thursday mail")
  - g) CASHA (California Association of Speech and Hearing Association) via the Liaison to State Council

##### 4.2.3 Scholarship Funds Solicitation and Accounting

The Russo Scholarship funds will be solicited through:

- a) CTA/NEA-Retired advertising via the *Retiree Advocate*, CTA/NEA-Retired website and other e-media

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- b) The *California Educator* (with approval from CTA Board and *Educator* editor)
- c) CTA/NEA-Retired Ambassador tables set-up at CTA State Council meetings, CTA statewide conferences, 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 Russo Scholarship funds shall be the responsibility of the CTA/NEA-Retired Secretary/Treasurer in conjunction with CTA Staff overseeing the operation of the CTA Foundation for Teaching and Learning.

- a) The CTA/NEA-Retired Secretary/Treasurer shall:
  - Maintain the separate accounting of the Russo Scholarship
  - Include a report on the Russo Scholarship Fund when reporting out regular financial and budget reports to the CTA/NEA-Retired Board of Directors
  - Direct all Russo Scholarship proceeds received to CTA, PO Box 921, Burlingame, CA 94011 via certified mail (return request): Attention David Souza or designee
- b) All expenses associated with the maintenance of the Russo Scholarship shall be “charged” to CTA/NEA-Retired budget number: 83108 (other expenses)
- c) Scholarship awards shall be “drawn” from the Russo Scholarship account established under the CTA Foundation for Teaching and Learning

#### **STANDING RULE 5: CTA/NEA-Retired New Chapter Assistance Funding**

*Purpose: This grant is intended to supplement not supplant local chapter funding and serve as “start-up funding” to be used for expenses such as postage, office supplies, etc.*

Process:

- Organizers must complete the New Chapter Funding Assistance Request Application
- The CTA/NEA-Retired Board of Directors will approve/reject the application
- There is no deadline for filing the application, but when CTA/NEA-Retired budgeted money has been granted, no additional grants will be funded for that fiscal year
- The CTA/NEA-Retired Secretary/Treasurer will send a letter of approval and CTA voucher with instructions or a denial letter

#### **STANDING RULE 6: Assignment of Responsibilities**

Adopted January 25, 2014  
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The President, working with the Board, shall assign responsibilities in the following areas:

- I. *Advocate* articles
- II. CTA/NEA-Retired webpage/social media
- III. Board “point person” for Membership Coordinators
- IV. Board “point person” for Ambassador assignments at CTA conferences, State Council and the California Caucus at the NEA RA
- V. Board “point person” on various “hot topics” of interest to CTA/NEA-Retired membership
- VI. Editor for *Retiree Advocate*
- VII. Chair of WHO Award Selection Committee
- VIII. State Membership Coordinator
- IX. Community Engagement Chair
- X. Members of the CTA/NEA-Retired Chapter Bylaw Review Committee