

# Glendale Teachers Association By-Laws

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10/21/2008; 10/27/2009; 1/25/2011, 6/8/2011, 9/25/2012, 12/12/2013, 03/28/2017, 1/25/2022

## Mission Statement

We, the Glendale Teachers Association, exist to protect and promote the well-being of our members and our students. Through building trust, clear communication, proactive involvement in our schools and community, along with responding to our members' rights, needs, and concerns, we will serve as the local voice for public education.

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## **ARTICLE I**

### **NAME, LOCATION, AND AFFILIATION**

The name of this organization shall be Glendale Teachers Association (GTA)/California Teachers Association (CTA) /National Education Association (NEA) in the County of Los Angeles, State of California and may herein be referred to as the Association.

The Glendale Teachers Association shall be a chartered chapter of the California Teachers Association (CTA). The Glendale Teachers Association shall be an affiliated local Association of the National Education Association.

## **ARTICLE II**

### **PURPOSES AND FUNCTIONS**

Supplementary to the purposes stated in the Articles of Incorporation of the Association, it is hereby declared that the Association has been established:

- A. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.
- B. To develop and promote the adoption of such ethical practices, personnel policies, and standards of participation that characterizes a profession.
- C. To unify and strengthen the teaching profession by securing and maintaining working conditions necessary to support teaching as a profession.
- D. To form a representative body capable of developing group opinion on matters pertaining to the teaching profession and able to speak with authority for the membership.
- E. To make readily available to members the services of the Association.
- F. To maintain open lines of communication between the Association and its members.
- G. To provide opportunities for continuous study and action on problems related to the profession.
- H. To guarantee at the local level the means by which the individual member may participate in the initiation and development of policy for the Association.
- I. To represent the members in their relations with their employer, and seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other conditions of employment.
- J. To encourage cooperation and communication between the profession and the community.

- K. To foster an attitude of loyalty to the Association and a spirit of good fellowship among members.
- L. To provide a means of representation for its ethnic minority members.
- M. To promote cooperation and communication between education support professionals and certificated educators.

### **ARTICLE III**

#### **MEMBERSHIP**

A. Class of Membership:

- 1. Active - Active membership shall be open to any certificated employee of the Glendale Unified School District who is engaged in, or who is on a limited leave of absence from, professional education work that is non-administrative or non-supervisory.

B. Enrollment:

- 1. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter, CTA, and NEA dues.

C. Rights and Privileges of Members:

- 1. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
- 2. The right to vote on Association matters or to hold elective office or appointed position within the Association shall be limited to Active members in good standing.
- 3. Any and all disciplinary matters shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the government body.
- 4. No member in good standing shall be denied admission to Association meetings except for executive sessions of the Board of Directors.
- 5. The rights and privileges of membership shall not be abridged in any manner because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.

6. No individual member shall attain rights to any property of the Association as a result of membership.
- D. Obligations of Membership: Members of the Association shall be subject to the following obligations:
1. Prompt payment of membership dues as specified for the respective class of membership.
  2. Active support and promotion of the stated purposes of the Association.
  3. Cooperation with Association officers, committees and representatives through personal service in furthering the programs of the Association.
  4. Conformity with code of ethics of the United Education Profession.
  5. Support for and conformity to the provisions of these Bylaws.
- E. Membership Year: The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

#### **ARTICLE IV**

##### **DUES, FEES, and ASSESSMENTS**

- A. Dues:
1. The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
  2. The Association portion of the basic annual dues shall be established by action of the Representative Council at its last regular meeting of the school year.
- B. Delinquency and/or Change of Status: Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year, a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, that person's membership shall be considered delinquent and the name dropped from the rolls.

## ARTICLE V

### **POLICY –MAKING BODY – REPRESENTATIVE COUNCIL**

- A. The policy-making body of the Association shall be a Representative Council which shall be comprised of Active members of the Association and which shall derive its powers from and be responsible to the membership.
- B. Active members of the Glendale Teachers Association shall have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly-elected Representatives or Seated Alternates.
- C. The Representative Council shall be composed of the following Active members:
1. All Executive Officers of the Association elected on the basis of one-person – one-vote; ex-officio, **VOTING**
  2. Board of Directors members elected on the basis of one-person – one-vote, ex-officio, **VOTING**;
  3. Faculty representatives elected on the basis of one-person – one-vote, **VOTING**;
  4. Committee chairpersons, ex-officio, *non-voting*;
  5. Members of the Bargaining Team, ex-officio, *non-voting*;
  6. CTA State Council Representative(s) elected on the basis of one-person – one-vote, ex-officio, **VOTING**;
  7. Members of the Association who hold CTA/NEA offices or committee appointments, ex-officio, *non-voting*.
- D. The Representative Council shall have the following functions and powers:
1. To establish Association policies and objectives;
  2. To adopt the annual budget of the Association on or before the first meeting of the school year;
  3. To determine the amount of the annual dues of the Association. Of the annual membership dues, thirty dollars (\$30.00) per year shall be designated for political action and placed in a separate account for the use of the Glendale Political Action Committee, known as the Glendale Teachers Public Educational Improvement Fund. Such amount designated for political action shall be voluntary on the part of the member. Any member who does not wish to contribute to the political action fund shall have an amount equal to the political action donation placed in the general fund of the Association;

4. Establish the dues of the Association;
  5. To amend these bylaws, as hereinafter provided, and to represent and act for the members in the matter of the amendment of the Articles of Incorporation;
  6. Approve the establishment or discontinuance of committees recommended by the Board of Directors.
- E. Meetings of the Representative Council shall be classified as regular, special or emergency.
1. The Representative Council shall schedule meetings monthly during the school year. The number, place, and start time of meetings will be decided by the Board of Directors.
  2. Special meetings of the Council may be called by the President, the Board of Directors, or by the petition of twenty percent (20%) of the Active members. Any special meeting of the Council shall be called for a specific purpose, and no business, other than that for which the meeting is called, may be transacted.
  3. Notices and agenda drafts for all regular and special meetings of the Council shall be sent to all members of the Representative Council at least two (2) working days prior to the date of the meeting.
  4. For emergency meetings of the Representative Council during crisis situations, the Board of Directors shall adopt special procedures by which to notify Council members of meeting dates, times and places.
  5. A *voting* quorum for any meeting of the Representative Council shall consist of a simple majority of all voting members of the Council.
    - a. *When a voting quorum (as defined above) is present, items for action may be voted upon and established as policy based on a majority vote*
    - b. *When a voting quorum (as defined above) is not present, an informational meeting may be held, but no action items may be voted upon until a voting quorum is met*
  6. Members of the Representative Council shall serve a term of two (2) years, except for ex-officio members whose terms shall be consistent with the term of their respective qualifying positions.
  7. Any decision made by the Representative Council may be referred to the membership-at-large for ratification by a majority of the members. Such referral may be ordered by a majority vote of the Council or by a written petition signed by twelve or more Faculty Representative.



8. Representative Council meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.

## **ARTICLE VI**

### **FACULTY REPRESENTATIVES**

- A. Faculty representatives shall be elected by and from the active membership for each faculty group. Such election shall be by open nominations and by secret ballot in May of each year.
- B. Each school site faculty shall be entitled to at least one representative for each fifteen (15) Association members or major fraction thereof.
- C. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- D. Faculty Representatives shall serve a term of two (2) years.
- E. Properly elected current site members may fill vacancies to the Representative Council.
- F. A faculty representative election may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of positions to be filled.
- G. Faculty Representatives shall:
  1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty unit;
  2. Serve as the official channel through which written communications and publications will be reliably and promptly transmitted between the Association and the Active members;
  3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose;
  4. Perform such additional duties as prescribed by the Board of Directors.
- H. In the event an elected Faculty Representative is unable to attend a meeting of the Representative Council, an alternate from that representation group shall be sent to the meeting and shall have the same powers, duties, and responsibilities as the regular

representative.

- I. A faculty Representative may not conduct an election in which they are a candidate.

## **ARTICLE VII**

### **OFFICERS**

- A. The Officers of the Association shall be a President, a Vice-President, Secretary, and Treasurer.
- B. These Officers shall be and remain currently paid-up members of the Association as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. Officers shall be elected for a term of two (2) years, commencing on July 1 of the calendar year, except that the Vice-President shall be elected for a term of one (1) year. The President shall be re-elected for a maximum service of three (3) full consecutive terms after which at least one year must elapse before being eligible for re-election as President.
- E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- F. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
  1. Preside at all meetings of the Association, the Representative Council, and Board of Directors;
  2. Prepare the agenda for the meetings of the Association, the Representative Council, and Board of Directors;
  3. Be the official spokesperson for the Association;
  4. Be familiar with the governance documents of the Association, CTA, and NEA;
  5. Appoint a parliamentarian to advise the presiding officer and, upon request, the Board of Directors and the Representative Council regarding points of parliamentary procedure;
  6. Appoint all chairpersons and members of committees, and of the bargaining team,

with the approval of the Board of Directors;

7. Call meetings of the Association and the Board of Directors;
8. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
9. Attend meetings of the Service Center Council (SCC) of which the Association is a part;
10. Attend other CTA/NEA meetings as directed by the Representative Council;
11. Serve as one of the Association representatives on the GBU Board of Directors;
12. Appoint the third Association representative to the GBU Board with the approval of the GTA Board of Directors;
13. Be one of the required signatures for checks drawn upon the treasury of the Association;
14. Be responsible for the formation and distribution of the Association calendar of activities;
15. Order the payment of funds as necessary; and
16. Propose the procedures for grievance processing for ratification by the Board of Directors.

G. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Serve as coordinator of committee activities at the direction of the President.
4. Serve as the second representative to the SCC of which the Association is a part;
5. May serve as the chair of the Political Action Committee (PAC) for the Association at the discretion of the president and approval of the Board of Directors;
6. Serve as one of the Association representatives on the GBU Board of Directors.

H. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Board of Directors;

2. Be responsible for the distribution of minutes, notices of meetings, and agendas for all meetings to members of the Representative Council and Board of Directors, and to the membership when appropriate;
  3. Keep an accurate roster of the membership of the Association and of all committees;
  3. Perform such other duties as assigned by the President;
  4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
- I. The Treasurer shall:
1. Be responsible for the receipts, safekeeping, and accounts of all funds belonging to the Association;
  2. Pay out such funds upon orders of the President;
  3. Prepare a written financial report for each regular meeting of the Board of Directors;
  4. Be one of the required signatures for checks drawn upon the treasury of the Association;
  5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law;
  6. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership.

## **ARTICLE VIII**

### **BOARD OF DIRECTORS**

- A. The Board of Directors shall be composed of the elected officers, including the President, the Vice-president, the Secretary, the Treasurer, the Area Directors, the State Council representatives, and any other members elected at-large from the Active membership as long as this complies with the “one-person, one-vote” rule.
- B. All members of the Board of Directors shall be and remain Active members of the Association as a condition for nomination to and service in this position;
- C. The Board of Directors shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Board of Directors.
- D. The duties of the Board of Directors shall be to:

1. Coordinate the activities of the Association;
  2. Act for the Representative Council when school is not in session;
  3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
  4. Appoint and remove bargaining team members by a 2/3rds majority vote;
  5. Recommend a budget for the Association to the Representative Council;
  6. Approve by majority vote all appointments and removal of committee members, including chairperson.
  7. Adopt the standing rules for the Association;
  8. Advise and consult with the President regarding the Representative Council agenda;
  9. Meet or contact their area schools on a regular basis;
  10. Adopt grievance procedure and direct the grievance activities of the Association; and
  11. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these Bylaws, subject to any restrictions which may be imposed by the Representative Council.
- E. A quorum for all meetings of the Board of Directors shall consist of a simple majority of the members of the Board of Directors.
- F. The Area Directors shall be elected with open nomination and by secret ballot for a term of two years commencing on July 1 of the calendar year.
- G. Vacancies in the position of Area Directors shall be deemed to exist in the case of death, resignation or a successful recall election in these positions. In the event of a vacancy, a special election shall be held to elect successors to fill the unexpired terms.
- H. The at-large member of the Board of Directors shall be elected with open nominations and secret ballot by the members represented in his/her constituency.

## **ARTICLE IX**

### **MEETINGS OF THE GENERAL MEMBERSHIP**

- A. Meetings of the Association may be called by the President, the Board of Directors, or by written petition of twenty percent (20%) of the membership.

- B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two (2) days prior to the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Board of Directors shall adopt procedures to notify the Association membership of meeting dates, places, and times.
- D. A quorum for meetings of the Association shall be a majority of the active membership in attendance.
- E. General Membership meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire General Membership, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.

## **ARTICLE X**

### **BARGAINING TEAM**

- A. The bargaining team, and such team replacements as the Board of Directors deems necessary, shall be nominated by the President and approved by the Board of Directors.
- B. The chairperson of the team shall be appointed by the President, subject to approval by the Board of Directors.
- C. The Board of Directors shall adopt standing rules setting forth its selection of procedures for bargaining team members, including terms of office and criteria for appointment.
- D. Vacancies created by resignation or inability to serve shall be filled by nomination by the President and approved by the Board of Directors.
- E. The Board of Directors, by a two-thirds (2/3) majority, may remove a member of the bargaining team and appoint a replacement from the list of alternates.
- F. The duties of the bargaining team are to represent and to bargain for the bargaining unit.
- G. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Board of Directors subject to policies established by the membership.
- H. Employees in the bargaining unit shall be surveyed to determine contents of the proposed contract demands.
- I. The bargaining team shall report its activities to the Board of Directors in such form and with such frequency as the Board of Directors may require.
- J. The Board of Directors shall provide for the dissemination of information regarding

bargaining and the activities of the bargaining team to the general membership.

- K. Agreements reached between the bargaining team and the District shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership of the Association, unless such ratification shall have been specifically waived or otherwise delegated by that membership.

## **ARTICLE XI**

### **GRIEVANCE PROCESSING**

- A. The Board of Directors shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
  - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
  - 2. Training for handling grievances;
  - 3. Evaluation of the Association's grievance policies and procedures.

## **ARTICLE XII**

### **NOMINATIONS AND ELECTIONS**

The chapter president must provide Active members an opportunity to vote in all elections. Chapter presidents do not have the option of deciding that such elections shall not be held.

- A. The chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*. The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections not be held.
- B. There shall be an appointed Elections Committee.
  - 1. The President shall appoint an election committee and chairperson, subject to the approval of the Board of Directors, to conduct all elections of the Association.
- C. Elections shall be conducted with:
  - 1. Open nomination procedure;
  - 2. Secret ballot;

3. All Active member vote;
  4. Record of voters receiving or casting ballots;
  3. Majority vote, unless otherwise specified.
- D. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- E. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
- F. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.
- G. The duties of the Elections Committee shall be to:
1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
  2. Establish election timelines;
  3. Develop and carry out timelines and procedures;
  4. Prepare ballots for election of officers and such other elections as may be necessary;
  5. Count the ballots and certify the results;
  6. Handle initial challenges.
- H. Election of Officers and Area Directors shall be conducted in the month of April or May by open nominations and secret ballot.
- I. Faculty Representatives shall be elected by open nominations and secret ballot by and from the active members who are assigned to that Faculty.
- J. The Board of Directors shall adopt Standing Rules setting forth the procedures for conducting elections.
- K. Association Officers and Area Directors shall be elected according to the following timetable:
1. President:  
Two (2) year term (Odd numbered year)
  2. Vice-President:



- One (1) year term (Each year)
3. Secretary:  
Two (2) year term (Odd numbered year)
  4. Treasurer:  
Two (2) year term (Even numbered year)
  5. Sr. High Area Director (Daily, CVHS, Clark)  
Two (2) year term (Even numbered year)
  6. Sr. High Area Director (Glendale, Hoover)  
Two (2) year term (Odd numbered year)
  7. Middle School Area Director:  
Two (2) year term (Odd numbered year)
  8. Elementary. Area Director (Glendale):  
Two (2) year term (Even numbered year)
  9. Elementary. Area Director (Hoover):  
Two (2) year term (Odd numbered year)
  10. Elementary. Area Director (Crescenta Valley):  
Two (2) year term (Even numbered year)
  11. At-large Area Director: (EEELP, Cloud, College View & Selpa, FACTS, Jewel City, Teacher Specialists, Professional Development Center, Glendale Preparatory Academy, Online/Virtual Schools)  
Two (2) year term (Even numbered year)

### **ARTICLE XIII**

#### **PARLIAMENTARY AUTHORITY**

On all matters of procedure not otherwise covered by the provisions of these Bylaws, *Robert's Rules of Order*, newly revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Board of Directors.

## **ARTICLE XIV**

### **AMENDMENT PROCEDURES**

These Bylaws may be amended by a two-thirds (2/3) vote of the Representatives at any regular or special meeting of the Representative Council provided notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and made available to all members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

## **ARTICLE XV**

### **STANDING COMMITTEES**

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Board of Directors, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Board of Directors and Representative Council.
- C. The Executive Board shall direct the activities of all committees, subject to the policies established by Representative Council.

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