

**BYLAWS (With Amendments)  
OF THE  
SACRAMENTO CITY TEACHERS ASSOCIATION**

**ARTICLE I**

**OFFICERS, DIRECTORS, COMMITTEE CHAIRPERSONS, FACULTY  
AND GROUP REPRESENTATIVES**

**Section I. Eligibility**

Only active members of the Sacramento City Teachers Association shall be eligible to vote, to run for, or to hold, an elective office.

**Section 2. Qualifications**

- a) At the time of election, a candidate for director must be a member of the segment the director is elected to represent.
- b) A candidate for the position of director-at-large as defined in Article 5, Section 1d of the Constitution, must be a member of an ethnic minority group as defined by the Representative Council (Council.)
- c) The Elections Committee will resolve questions concerning the qualifications of candidates.
- d) A candidate declared ineligible by the Elections Committee may appeal the Committee's decision to the Council.
- e) A majority vote of the Council shall constitute a decision which shall be final.

**Section 3. Vacancies**

- a) A permanent vacancy as Director shall be deemed to exist in case of the death, resignation, recall, inability to serve, or if any Director ceases to be a member of the Association or is absent from a meeting of the Board without proper excuse more than three times during any one term of office.  
The Board shall determine whether or not a particular absence is with proper excuse, provided that an appeal of any adverse board action may be made to the Representative Council. In the case of a Director elected from within a segment, a permanent vacancy shall exist when that Director ceases to be employed in active educational service within the segment, except that periods of sabbatical and other temporary leaves of absence or loss of employment due to holding elected office in the SCTA shall not be deemed to be of lapse of such employment. Any action by the Board of Directors in declaring a vacancy in any office on the Board of Directors may be appealed to the Rep Council for final decision.

- b) A special election shall be called if a vacancy occurs before January 1.
- c) A vacancy occurring on or after January 1 shall be filled for the balance of the vacated term by an interim director appointed by the President to serve in any interim until an election is held.
- d) All vacancies shall be filled within thirty (30) working days.

Section 4. Released Time

- a) The President shall be released full time, under the Association's agreement with the District, to serve on SCTA business.
- b) Others may be released on a daily, part time, or full time basis at the discretion of the President.

**ARTICLE II**

**NOMINATION AND ELECTION OF OFFICERS, DIRECTORS, FACULTY AND GROUP REPRESENTATIVES**

Section 1. Nominations

- a) Nominations for the offices of president, first vice president, second vice president, secretary, treasurer and director shall be open which shall mean that an active SCTA member may nominate an SCTA member who meets the qualifications for office.
  - 1. A member may file a Declaration of Candidacy with the President or designated staff according to timelines set by the Elections Committee and approved by the Board.
  - 2. A member may place another member's name in nomination by writing to the President or designated staff according to timelines set by the Election committee and approved by the Board. The nomination must be accompanied by a written consent of the nominee.
- b) In case no nominations have been made in this manner for one or more of the offices of the SCTA, nominations may be made from the floor of the Council at the next regular Council meeting.
- c) A member shall not be a candidate for more than one (1) Board of Directors position.

- d) Rights of Active Members. SCTA shall guarantee its active members an open nomination procedure and a secret ballot. SCTA shall not discriminate against its active members in their right to vote, seek office, or otherwise participate in the affairs of the Association.
- e) Notification. All members will be informed by Association publications of election timelines for all elections.

## Section 2. Campaigning

- a) Membership dues, assignments of special levies, shall not be used to promote any candidate
- b) All candidates shall have equitable treatment in campaigning.
- c) All candidates shall have a right of access to site name, site rep, and number of active members.
- d) No links to SCTA website or SCTA logo.
- e) No use of District email.
- f) No active campaigning at Rep Council or SCTA sanctioned events. Active campaigning is any campaigning activity other than putting flyers on chairs 30 minutes before Rep Council.

## Section 3. Elections

- a) Dates for the elections shall be recommended by the Elections Committee and approved by the Board.
- b) Elections of the SCTA shall be by secret ballot and must be completed no later than the third Friday in April.
- c) An official list of all candidates shall be sent to the entire membership at least two (2) weeks prior to the date of election, including what portion of the membership is eligible to vote for each office.
- d) A member without a designated polling location may request, in writing, a ballot from the SCTA Election Committee for the purpose of voting-by-mail.
- e) The ballot for the office of president, first vice president, second vice president, secretary, treasurer, and at-large directors shall be sent to the entire membership.
- f) The ballot for directors, except for directors-at-large, shall be sent only to members of the group they represent.
- g) The Elections Committee will resolve questions concerning who receives which ballot.

- h) The election of officers shall be decided by a simple majority of the votes cast.
- l) The election of directors shall be decided by a plurality of the votes cast.
- j) When a tie affects an election result, the Representative Council shall select the winner by a majority secret ballot vote.
- k} Special elections shall be held in accordance with established election procedures.
- l) When the appointment of an ethnic minority director-at-large is required, nominations will be submitted to the president who will appoint the director with the concurrence of the Representative Council. Notice of the intent to appoint, as appropriate according to these by-laws, will be announced at the September Representative Council. The appointment shall occur at the October Representative Council. Any previously appointed ethnic minority director will serve until the appointment of a new director.

#### Section 4. Ballot Accounting

- a) The building representative at each site shall serve as the election official, except when ballots are mailed. It shall be the duty of the election officials at each site to provide a record of all voters receiving a ballot on the provided forms, to account for all ballots issued by collecting and returning unused, as well as completed ballots, making sure that the ballots cast do not exceed the number of signatures of voters receiving a ballot.
- b) Prior to each election, the Elections Committee shall designate the members who shall serve as election officials at each polling site for those schools without an official building representative.
- c) Ballots must be received at the SCTA office no later than 5:00 p.m. on the last scheduled day of the election.
- d) The ballots shall be kept for a period of one year in the SCTA office.

#### Section 5. Counting of Ballots

- a) The Elections Committee shall count all ballots and, within five (5) school days following the election, report to the membership by posting on the SCTA website the name of the candidate receiving the largest number of votes for each office.
- b) By request, a member may have one (1) observer to the canvass process.

#### Section 6. Election Report

The Elections Committee shall report the election results at the next meeting of the Council.

- a) The officer candidate receiving the majority of votes cast for each office shall be duly elected.
- b) The director candidate receiving the plurality of votes cast for each directorship shall be duly elected. In the case of elementary directors, the two candidates who receive the highest number of votes will be elected.
- c) The Representative Council shall accept the Elections Committee Report. The President shall declare the officers elected and shall order a notice to be sent to the successful candidates and to each building.
- d) The Election Committee shall determine whether the ratio of ethnic minority elected officers is less than the ratio of ethnic minority members of the Association, and shall then determine the number of required additional positions to be filled by ethnic minority members. This information shall be included in the election report.
- e) The required number of ethnic minority representation positions shall not exceed that necessary to make the proportion of the Board of Directors equal to the proportion in SCTA, rounded upward to the nearest whole position.
- f) The President shall then declare the position(s) of Director-at-large to be open and subject to appointment provisions set forth in Articles I and II of the Bylaws, and Article V of the Constitution.

#### Section 7. Elections Appeal Procedure

Any member who feels that there has been any substantial irregularity in an election process that might affect the results of an election, may appeal for redress by using the following procedure:

- a) The first level of appeal shall be to the Elections Committee. A written statement, detailing the specifics of the problem should be addressed to the Elections Committee Chair. The Elections Committee Chair shall rule on the matter. The ruling shall be final unless appealed in writing to the Board of Directors.
- b) If there is an appeal from the first level, the Board of Directors, at its next regular meeting, or a special meeting, if necessary to have the appeal heard before the next Representative Council Meeting, shall consider the written record of the appeal and hear testimony from the Elections Committee Chair and the appellant, if appropriate. The written record shall contain the specifics of the asserted procedural flaw(s). The Board of Directors shall rule on the matter. The Board of Director's ruling shall be final unless raised for discussion or further action by the Rep Council.
- c) Executive Session rules will apply if a person(s) is named as having violated election procedure. Related reports to Rep Council will be accomplished in such a manner so as to preserve confidentiality when appropriate.

- d) A report of the Board's ruling on any appeal shall be reported to the Representative Council as a part of the Elections Report at its next meeting. By a 2/3 vote of the Council, an action of the Board of Directors related to an appeal may be brought for discussion and further action by the Representative Council. Any action by the Representative Council is final.

Section 8. Term of Office.

The officers and directors of this Association shall hold office for the year starting July 1 and ending June 30 of the following year, except the President shall hold office for two years, and except as specified in Article I, Sections 3c and 3d of the Bylaws.

Section 9. Faculty and Group Representatives

- a) Faculty and Group Representatives and alternates from each school, building, or group shall be elected in accordance with Article VI of the Constitution.
- b) The Faculty and Group Representative election may be conducted separately from the elections of the SCTA but must be held prior to October 1.
- c) The Faculty and Group Representative selections shall be decided by a simple majority of the votes cast by secret ballot.
- d) The names of duly elected Faculty and Group Representatives and their alternates shall be reported to the Association office.
- e) The first Council meeting of the school year, the President shall appoint a Task Force from the Council to make an ethnic census of the Council membership and establish the number of racial and ethnic minorities and their percentage of the total elected membership of the Council. This proportion shall be compared with the proportion of all SCTA members who are members of such minorities. The number of racial and ethnic minority representatives required to make the proportion of the Council no less than the proportion in SCTA shall be appointed by the Board of Directors to serve one (1) one-year term. The Board shall consult the Human and Civil Rights Committee for recommendations.

Section 10. Term of Office

Faculty and Group Representatives of the SCTA shall hold the power of their offices for the year starting September 1 following their election and ending August 31 one (1) year following their election, per Article VI of the Constitution or until new site election is held.

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**ARTICLE III**

**DUTIES OF OFFICERS**

Section 1. The *President* shall:

- a) Enforce all policies.
- b) Promote the goals and objectives of the SCTA.
- c) Serve as the official spokesperson for the SCTA.
- d) Be chairperson of the Board of Directors and the Representative Council and shall preside at all meetings of the SCTA unless otherwise specified in the Constitution and Bylaws.
- e) Appoint a Parliamentarian for the SCTA.
- f) Make appointments with the approval of the Board of Directors, to positions, chairs and other constituted bodies of the SCTA unless otherwise specified by the Constitution and Bylaws.
- g) Make appointments to the Standing Committees with the approval of the Board of Directors.
- h) Appoint special committees as needed.
- i) Coordinate all SCTA activities.
- j) Call special meetings as needed.
- k) Co-sign checks.
- l) Attend or designate a representative to attend Capital Service Center Council meetings.
- m) Attend meetings of CTA/NEA as directed by the Representative Council or Board of Directors.
- n) Act as an ex-officio member of all committees, teams, task forces and other official bodies of the SCTA with the exception of the Election Committee.
- o) Shall serve as vice-chairperson of the SCTA/PAC (Political Action Committee.)

Section 2. The *First Vice President* shall:

- a) Serve as an assistant to the President in all the duties of the President.
- b) In the absence or incapacity of the President, take on the duties of President.
- c) Become President on the resignation or removal of the President.
- d) **Co-sign checks.**

- e) Assist the President as a liaison to the bargaining unit members which are not directly served by directors on the Board of Directors, including, but not limited to, training specialists, substitutes, teachers on special assignment, adult ed teachers.
- f) Serve as a liaison officer between the Board of Directors and the Representative Council and shall assist the President as requested in the development and implementation of the Representative Council agendas.

Section 3. The *Second Vice President* shall:

- a) In the absence or incapacity of the President and First Vice President, take on the duties of President.
- b) In the event of a vacancy occurring in the office of First Vice President, succeeds to the office of First Vice President.
- c) Assist the President as Liaison to Children Center teachers and pre-school teachers.
- d) Supervise the maintenance of a current list of the names of duly elected representatives and alternates and shall have it available at all Council meetings.
- e) Supervise the maintenance of all school site rosters.

Section 4. The *Secretary* shall:

- a) Maintain all minutes of the SCTA. Act as custodian of all records, documents, papers and files of the SCTA.
- b) In the absence or incapacity of the President, First Vice President and 2nd Vice President, take on the duties of President.

Section 5. The *Treasurer* shall:

- a) Prepare the annual budget for the ensuing year and present it to the Board of Directors by mid April and Representative Council by the last regular meeting of the school year.
- b) Supervise the preparation of the books for the annual external audit through its completion and present a summary report of the completed audit to Rep Council.
- c) Present and interpret reports to the Council concerning current status of finances and related matters as directed by the Board or Council but not less than three (3) times annually.
- d) Supervise the receiving and disbursement of all funds and assets of the SCTA.



- e) Supervise the maintenance of a current inventory and is accountable for all SCTA real and fixed assets.
- f) Co-sign checks.
- g) Submit financial reports to CTA, NEA and Federal, State, and Local agencies as required by law.
- h) Shall be the secretary/treasurer and custodian of funds of SCTA/PAC.

#### ARTICLE IV

#### **BOARD OF DIRECTORS**

Section 1. The Board of Directors shall:

- a) Ensure that the aims of the SCTA are fulfilled.
- b) Establish and maintain standard operating procedures governing the organization, function and policies of the Board of Directors and staff.
- c) Execute all legislation passed by the Council not specifically delegated.
- d) Adopt policy and procedures for grievance resolution and contract enforcement. 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 resolving grievances.
  - 3) Evaluation of the Association's grievance policies and procedures.
- e) Approve the tentative budget prepared by the Treasurer prior to submission to the Council.
- f) Authorize expenditure of funds not to exceed \$1,000 for any purpose not contained in the budget, except in cases of emergency. All emergency expenditures will be reported to the Representative Council at its meeting immediately following such action.
- g) Provide for adequate bonding of the President, the Treasurer, and any other officer and members of the office staff who handle financial records.
- h) Order an annual external audit by a qualified auditing firm.
- i) Approve election timelines and procedures established by the Elections Committee.

- j) Approve special elections.
- k) Hear and rule on appeals to election processes.
- l) Consider for approval all appointments made by the President.
- m) Provide direction for the Negotiations Committee.
- n) Provide direction for the Organizing Committee.
- o) Provide for the dissemination of information regarding the bargaining process and the activities of the Negotiations Committee to the general membership.
- p) Direct the consultation process with the District as provided for under the Employer-Employee Relations Act, Sections 3540-3540.3 of the Government Code.
- q) Provide direction for the Standing Committees of the Association.
- r) Determines SCTA positions at such times when the Council would be unable to meet in either regular or special session.
- s) Act as liaison to groups they are elected to represent.
- t) Hold at least one meeting for their represented groups.

Section 2. Quorum

A quorum must be present to conduct official business. A quorum shall be constituted by over fifty percent (50%) of the members of the Board of Directors.

**ARTICLE V**

**POWERS, DUTIES AND ORGANIZATION OF THE REPRESENTATIVE COUNCIL**

Section 1. The Council shall:

- a) Serve as the legislative and policy forming body of the SCTA.
- b) Consider problems that may be presented to it by the Board of Directors, committees, affiliated groups, or members of the SCTA and report to the members of the SCTA all actions of the Council.

- c) The actions of the Council shall be subject to a referendum requested in writing by ten percent (10%) of the SCTA's members, or subject to the vote of the membership at a general meeting.
- d) Consider and approve the tentative budget of the SCTA at the last meeting of the school year.
- e) Consider and adopt the final budget for the fiscal year presented by the Board of Directors no later than October 15.
- f) Approve all expenditures in excess of \$1,000 not provided in the budget.
- g) Transact all business of the Association not otherwise specified in the Bylaws.

**Section 3. The Faculty and Group Representatives shall:**

- a) Keep the faculty members informed of current activities of the SCTA/CTA/NEA.
- b) Represent the building membership or group membership at Council meetings.
- c) Communicate with SCTA members and other members of the bargaining unit, as prescribed by law, by use of bulletin boards, written and oral messages, frequent opinion samplings.
- d) Insure that members are aware of the services provided by the SCTA/CTA/NEA.
- e) Conduct the membership campaign in his/her school, building or group.
- f) Notify an alternate to attend SCTA Council meetings when the representative is unable to attend such meetings.
- g) Assist in SCTA election process.

**ARTICLE VI**

**COMMITTEES**

**Section 1. Chairperson and Members**

All committee chairpersons and members shall be appointed on an annual basis in accordance with procedures as specified in Bylaws, Article III and IV.

- a) No certificated person actively employed in any division of the Sacramento City Unified School District shall be appointed to or become a member of a committee provided for in these Bylaws unless such person is a member of the SCTA. If any such person, during that person's term of office on a committee, ceases to be a member of the SCTA, that person's membership on the committee shall terminate and the Board of Directors shall appoint

another person having the required qualifications to serve for the unexpired term of such member.

- b) All designated committees shall adhere to the directions of the Board of Directors.
- c) A committee chairperson shall be a member of SCTA/CTA/NEA and be approved by the Board of Directors.
- d) Committee chairpersons shall make written or oral reports of their committee's activities as requested by the Board of Directors or the Council.
- e) It shall be the responsibility of each committee to develop, review and maintain, in writing, its operating procedures.

## Section 2. Committees and Duties

Committees and their duties shall be:

### a) **Peer Assistance Team/Grievance Committee.**

There shall be a Peer Assistance/Grievance Committee appointed by the President with approval of the Board of Directors to serve on an annual basis. The team shall have as its functions the following:

1. To provide policy recommendations on grievance resolution to the President and the Board of Directors.
2. To provide training for grievance representatives.
3. To screen grievances for processing through arbitration and make recommendations to the Board.
4. To perform other related tasks as directed by the President, the Board and/or Chairperson of the Committee.

### b) **Political Involvement Committee**

The Political Involvement Committee shall:

1. Communicate legislative and political information to members.
2. Establish and maintain political data about the community.
3. Identify candidates for non-partisan and partisan elective offices for recommendation to the SCTA Council.
4. Establish and maintain liaison with local non-partisan and partisan groups.
5. Implement the Legislative Contact Program of the California Teachers Association.

### c) **Constitution Committee**

The Constitution Committee shall:

1. Study and supervise all changes or proposed changes, relative to the Constitution and Bylaws of the organization.
2. Review biannually the Constitution and Bylaws of the organization.

d) **Human and Civil Rights Committee**

The Human and Civil Rights Committee shall:

1. Serve as liaison among all groups dealing with human and civil rights.
2. Facilitate the establishment of special interest caucuses as appropriate.
3. Encourage awareness of, and publicize achievements in human relations and civil rights.
4. Provide a constant channel of reciprocal communication between SCTA and various ethnic minority teachers within SCTA; with the primary purpose of making recommendations on policies and regulations in reference to ethnic minority teacher concerns.
5. Make recommendations to the SCTA Board of Directors on how to ensure more minority participation and representation in all facets of SCTA (Bargaining Team, Committees, Representative Council, etc.)

e) **Elections Committee**

The Elections Committee shall:

1. Set forth all election procedures in a policy manual, including all timelines for elections, challenges and counting procedures, and establish a process for roll call voting on the ratification of collective bargaining agreements, challenges to Board votes, challenges to elections, and establish procedures for on-line voting..
2. Supervise and conduct general elections as provided in Article II, IV, and XI of the Bylaws, including:
  - a) Recommending election timelines to the Board of Directors.
  - b) Enforcement of established campaign and election procedures and timelines.
  - c) Preparing and distributing ballots to schools and non-school based personnel.
  - d) Selecting a designated voting location for members unable to vote at the scheduled time and place.
  - e) Prepare election materials.
  - f) In consultation with site representatives, determine voter polling locations and notifying voters of assigned polling locations.
  - g) Designation of election officials
  - h) Verification of the total votes cast.
  - i) Presentation of the official results to the Council and general membership.
3. Determine procedures for electing Faculty and Group Representatives and alternates from each school, building, or group.
4. Supervise and verify other elections as provided in the Bylaws and Constitution, including, but not limited to:

- a) Determine the procedures for the ratification of collective bargaining agreements.
- b) Verify the results of standing votes cast by the Council.
- c) Recommend and monitor voting procedures of meetings of the general membership called in accordance with Article XII, Section 1 of the Bylaws.
5. Hear and rule on challenges to elections processes. Challenges can only be filed after the elections are conducted, counted and certified.
6. Recommend and monitor voting procedures of meetings of the general membership called in accordance with Article XII, Section 1 of the Bylaws.
7. Set forth all election procedures in a policy manual, including all timelines for elections and challenges, and counting procedures.
8. Hear and rule on challenges to elections processes.

f) **Scholarship Committee**

The Scholarship Committee shall:

1. Establish and oversee fund-raising, programs to benefit the SCTA Scholarship Fund.
2. Recommend recipient selection criteria and procedures.
3. Annually notify appropriate school administrators, counselors and faculty representatives of available scholarships and application procedures.
4. Recommend the number and nature of scholarships to be awarded.
5. Screen all applicants and select scholarship recipients.
6. Coordinate publicity relative to the scholarship program.

g) **Instruction and Professional Development Committee.**

The Instruction and Professional Development Committee shall:

1. Recommend policies in the areas of instruction and professional development.
2. Recommend policies that will increase practitioner involvement in matters related to instruction and professional development.
3. Identify the needs of SCTA members in such areas as classroom management, professional practices, professional standards, and productive accountability programs.
4. Study and make recommendations related to educational research findings.
5. Facilitate the acquisition of continuing education hours for teachers.

**ARTICLE VII**  
**DUES**

The annual dues of the local Association shall be set by the Representative Council. The SCTA local dues shall be raised each year in an amount equal to the percentage of general salary increase for the previous year, not including step and column adjustments. Included in the SCTA dues as calculated above, each member is assessed \$5.00 per year for the SCTA Legal Crisis Fund. The use

of this Legal Crisis Fund shall be restricted to those criteria outlined in the SCTA Board policies. Each member is also assessed \$5.00 per year for the Sacramento City Teachers Association Political Action Committee (SCTA/PAC.) Each member shall be afforded the opportunity alternatively to designate the SCTA/PAC amount to the Legal Crisis Fund if they so choose.

## ARTICLE VIII

### **CALIFORNIA TEACHERS ASSOCIATION STATE COUNCIL REPRESENTATIVES**

#### Section 1. Candidates

- a) Candidates for the position of representative to the CTA State Council of Education may file a Declaration of Candidacy with the President or designated staff in accordance with election timelines.
- b) A member may place another member's name in nomination by writing to the President or designated staff in accordance with election timelines. The nomination must be accompanied by a written consent of the nominee.
- c) In case no nomination for a State Council seat has been made as in a or b of this section, nominations may be made from the floor of the SCTA Representative Council at the next regular Council meeting.

#### Section 2. Election

- a) CTA State Council of Education Representative(s) shall be elected by secret ballot as part of the general election of the SCTA.
- b) The ballot for CTA State Council of Education Representative(s) shall be sent to the entire membership.
- c) Election shall be by majority of the votes cast.
- d) Election procedures, as applicable in Article II of these Bylaws, shall apply to the election of CTA State Council of Education Representatives unless in conflict with CTA governance documents and/or CTA Handbook on Elections in which case CTA procedures shall govern.

#### Section 3. Term and Qualifications

The term of office and qualifications for the CTA State Council of Education Representative shall be those specified in the Bylaws of the California Teachers Association.

#### Section 4. Vacancy

A vacancy in the membership shall be filled by an elected alternate.

Section 5. Alternates

An annual list of alternate CTA State Council Representatives, based on priority order established in election of candidates for alternates, shall be compiled by the Elections Committee. A State Council Representative who is unable to attend a meeting of the State Council of Education shall notify the President who will designate an alternate from the list. Three California Teachers Association Alternate State Council of Education Representatives shall be elected each year for a one-year term.

Section 6. Voting

State Council Representatives shall vote according to the direction of the SCTA Rep Council.

Section 7. Reporting

State Council Representatives shall report to the SCTA Rep Council and Board of Directors as requested.

**ARTICLE IX**

**REPRESENTATIVES TO THE NATIONAL EDUCATION ASSOCIATION**

Section 1. President

The incoming or continuing President of the SCTA shall be a delegate to the National Education Association Representative Assembly, as provided for in Article II, Section 3e of these Bylaws.

Section 2. Nominations

Nominations for the other delegates to the Representative Assembly to which the SCTA is entitled shall be open which shall mean that an active SCTA member may nominate an SCTA member who meets the qualifications for office.

- a) A member may file a Declaration of Candidacy with the President or designated staff in accordance with elections timelines.

Section 3. Date of Election

The election of delegates to the Representative Assembly shall be conducted on a date set by the Board of Directors to comply with National Education Association requirements. Election shall be by the general membership.



Section 4. Election

The election of delegates to the Representative Assembly shall be decided by a plurality of the votes cast. Successor delegates will be ranked in order of the number of votes received.

Section 5. Election by Proclamation

An election by secret ballot may be waived by Rep Council and the candidates declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.

Section 6. Ethnic Minority Representation

The delegation shall be strongly encouraged to include ethnic minority representation.

Section 7. Report of Proceedings

The President, or authorized representative(s) shall report the proceedings of the Representative Assembly to the first regularly scheduled SCTA Council meeting following the Representative Assembly.

**ARTICLE X**

**TIME AND PLACE OF MEETING**

Section 1. General Membership

A meeting of the general membership of the SCTA may be called at any time by the Board of Directors, or in emergencies, by the President. A general meeting must be called by the President if requested in writing by five percent (5) or more of the members of the SCTA. The purpose of the meeting must be stated in the petition. Written notice of general meetings must be sent to all members at least five (5) school days before the date of the meeting. The time and place of general meetings shall be designated by the Board of Directors.

Section 2. Council

- a) The time and place of the Council meetings shall be designated by the President or by the President's designee with the approval of the Council.
- b) Council meetings may be scheduled on dates as specified in the SCTA's collective bargaining agreement with the District. All Council members shall be notified at least five (5) days before a meeting whenever possible.

Section 3. Board of Directors

- a) The Board of Directors shall meet at least bi-weekly. The time and place of such meeting shall be designated by the President.
- b) All Board members shall be notified at least twenty-four (24) hours before a meeting, unless waived by a majority of the Board members.

**ARTICLE XI**

**STANDING RULES**

The Board of Directors acting by the affirmative vote of two-thirds of its voting members present at any meeting, shall have power to adopt, and from time to time amend, such rules and regulations pertaining to the purposes, activities, and affairs of the SCTA it deems necessary and desirable, provided that such rules and regulations do not conflict with any provision of law, or of the Constitution and Bylaws of the SCTA, or any action taken by the Council. Such rules and regulations shall be known as the Standing Rules of the SCTA, and shall be distributed to the Council at its first annual meeting and at its next meeting following the adoption of any revisions.

**ARTICLE XII**

**AMENDMENTS**

Section 1. Proposal by Petition

Amendments may be proposed by any member upon presentation to the Council at any regular meeting, a petition containing the signature of ten percent (10%) of the members of the SCTA. The petition shall contain the exact wording of the proposed amendment or amendments. Amendments proposed in this manner shall be published in an official publication of the SCTA at least two (2) weeks before the date of voting for ratification of said amendment or amendments and shall be adopted upon two-thirds (2/3) vote of the Council.

Section 2. Adoption

These Bylaws may be amended by a two-thirds (2/3) vote of those present at any Council meeting, provided that such proposed amendment or amendments shall have been first read and filed with the Rep Council at a previous meeting and published in an official publication of the SCTA at least two (2) weeks immediately preceding the meeting at which proposed amendment or amendments are to be voted upon.

## ARTICLE XIII

### **SCTA/PAC BYLAWS**

#### Section 1. Name and Definition

The name of this Committee is the Sacramento City Teachers Association Political Action Committee, hereinafter referred to as the SCTA/PAC. It is a voluntary, non-profit, unincorporated committee of individual teachers and is not affiliated with any partisan political group.

#### Section 2. Purpose

The purpose of SCTA/PAC is to promote and strive to the improvement of government by encouraging and stimulating teachers and others to take a more active and effective part in governmental affairs.

#### Section 3. Membership, Dues and Contributions

- a) All members of SCTA except those indicating in writing in accordance with SCTA dues policy, that they desire not to participate, shall be members of SCTA/PAC.
- b) Members of SCTA/PAC shall be assessed annually as outlined in the above mentioned dues policy.

#### Section 4. Executive Committee

The Executive Committee shall consist of the officers of SCTA and the Political Involvement Committee Chairperson.

#### Section 5. Officers

- a) The officers of SCTA/PAC shall be a chairperson, vice chairperson, secretary-treasurer.
- b) The President of SCTA shall be the vice chairperson of SCTA/PAC.
- c) The chairperson of the Political Involvement Committee of SCTA shall be the chairperson of SCTA/PAC.
- d) The Treasurer of SCTA shall be the secretary-treasurer and custodian of the funds of SCTA/PAC. He/she shall keep full and accurate records, shall present financial statements, and shall prepare, sign and file all reports to governmental authorities required by law or directed to be filed by the Executive Committee. The Treasurer shall give bond in such sum as may be fixed by the Executive Committee, the premium on such bond to be paid by SCTA/PAC. Also, the secretary-treasurer shall perform such duties as are customarily

performed by the secretary of a committee or as shall be presented by the Executive Committee.

#### Section 6. Meetings

- a) The annual meetings of the Executive Committee shall be held at such times as may be determined by the Executive Committee.
- b) Special meetings of the Executive Committee shall be called by the chairperson or upon the written request of three (3) members of the Executive Committee.

#### Section 7. Books, Records and Finances

The SCTA/PAC shall keep correct and complete books and records of account. The SCTA/PAC's books of account shall be audited at least once a year by a CPA designated by the SCTA.

#### Section 8. Deposits

The funds of SCTA/PAC shall be deposited to the credit of SCTA/PAC in such banks or other depositories as the Executive Committee may select.

#### Section 9. Expenditure of Funds

- a) No expenditures from SCTA/PAC funds shall be made without prior SCTA Board of Directors approval except for the SCTA Visibility Fund which shall be used at the discretion of the President with the concurrence of a majority of the SCTA/PAC Executive Committee. All checks shall require two authorized signatures.
- b) Funds shall be distributed on the recommendation of the SCTA/PAC Executive Committee. This recommendation shall be in writing, and shall require a majority vote of the committee members in attendance. The tally of the vote shall be included in the committee recommendations.
- c) The highest priority for expenditure of SCTA/PAC funds shall be for candidates and/or issues which most directly impact on Sacramento City Unified School District.
- d) Funds may be used for state and local candidates and/or issues as deemed necessary. PAC funds shall only be used for education related candidates or issues.
- e) Funds shall be used only for candidates endorsed by SCTA/CTA/NEA.
- f) Funds should be used for visibility of the Association when funding is not available from CTA/NEA.
- g) The SCTA President and his/her designee is authorized to expend money from SCTA/PAC funds for attending one fund raising activity per candidate for SCTA endorsed local and/or

state and/or national candidates and/or issues. If the SCTA President is unable to attend, the SCTA/PAC chairperson shall be given the first opportunity to be the President's designee.

- h) The SCTA/PAC Budget shall be based on two accounts, the candidate's account and the issue's account. Rep Council shall determine the percentage of funds distributed to each account.

#### **ARTICLE XIV**

#### **PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, latest edition, shall be the authority on parliamentary procedure for all SCTA meetings and business unless in direct conflict with CTA/NEA Regulations which will then supersede Robert's Rules, or unless otherwise specified in these Bylaws.