

## **MVTA STANDING RULES**

### **EXECUTIVE BOARD**

- A. The Executive Board shall be composed of the officers and three 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 Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The at-large members of the Executive Board shall be elected with open nomination and by secret ballot.
- D. The at-large members of the Executive Board shall be elected for a term of one (1) year from the membership within their respective levels, one from preschool to grade three, one from upper elementary grades four thru six, and one from middle/intermediate school (grades six thru eight) commencing on July 1, of any calendar year. Should the at-large member, who is elected during this election cycle, be involuntarily transferred or reassigned due to budget cuts and or a reduction in staff to a grade level that is not consistent with their at-large position for which they were elected, the elected at-large member shall remain in the elected position for that school year.

### **TRANSFER OF MVTA MATERIALS TO NEWLY ELECTED OFFICERS**

- A. It is the responsibility of the exiting officers to see that all materials, within their possession, of the MVTA are transferred to the proper officer within two weeks of the new officer assuming their duly elected position.

### **STIPENDS FOR CHAIRPERSONS AND REPRESENTATIVES**

- A. The Executive Board subject to the proposed shall recommend stipends for chairpersons and representatives and adopted budget presented to the Representative Council.

### **BARGAINING TEAM POSITION FOR THE MVTA VICE PRESIDENT**

- A. The Vice President of the Association shall serve (at the discretion of the President on the bargaining team.
- B. The Vice President shall serve a term of no more than 2 years consecutively in order to create an open position for a new member to the Bargaining Team. If a Vice President is re-elected for a second term the Vice President needs to be off one term before he/she can return to the team.

## **EXECUTIVE BOARD MEETING PROCEDURES**

- A. The President, in consultation with the Vice-President, shall prepare the agenda for the Executive Board and Representative Council meetings.
- B. Members of the Executive Board may submit agenda items for any regularly scheduled Executive Board meeting by submitting such items to the President and Vice-President no later than 5:00 PM the Thursday preceding the meeting date. Items submitted after this deadline shall require a two-thirds vote of the Executive Board for consideration.
- C. Discussion on Action items shall proceed with one speaker on the affirmative side and one speaker on the negative side. When no speakers remain on either the affirmative or the negative side, debate will be closed and a vote will be taken.
- D. Minutes of the Board shall be made available as soon as practical, after each meeting, and distributed to the members of the Board along with the Agenda for the next regularly meeting.
- E. Except by a two-thirds vote, meetings of the Executive Board shall commence at 3:00 PM and shall conclude at 4:30 PM unless a meeting announcement setting forth alternative starting and/or ending times has been received by board members forty eight hours in advance of the meeting.
- F. The reports by the President, the Vice-President, Secretary, and Treasurer are to be informational reports and not require action.
- G. All items appearing under "New Business" which are not acted upon during a meeting shall appear as "Old Business on the next agenda.
- H. Requests for action from any MVTA committee shall be as an item of business on the regularly scheduled or special MVTA Executive Board meeting agenda. The Executive Board at the meeting for which the item has been scheduled must consider such items.

## **STANDING COMMITTEES**

- A. Duties of Committee Chairpersons:
  - 1. Establish regular meeting dates and cause each member to be notified two weeks in advance of each meeting.
  - 2. Prepare an agenda for each meeting.
  - 3. Maintain a file of sign-in sheets and guests at each meeting.
  - 4. Submit the minutes of the committee to the President and Executive Board the Thursday before the scheduled meeting of the Executive Board.
  - 5. Bring official recommendations of the committee to the Executive Board meeting.
  - 6. Prepare, by the end May, a 300 to 500 word summary report on committee activity for the year to be filed with the official minutes.
  - 7. Include with the summary report an official list of all members with the number of meetings held and the number of meetings attended by each member.
  - 8. Prepare articles for the Newsletter when appropriate.

B. Committee Budgets and expenditures:

Committee Chairperson shall present an outline of the committee's standing responsibilities and proposed goals and objectives for the subsequent Association fiscal year to the Executive Board the specific budgeted amount to be considered in the budget establishment process for the fiscal year.

The Chairperson shall:

1. Present an outline of the committee's standing responsibilities and proposed goals and objectives for the Association's fiscal year. Accompanying the outline shall be a funding proposal request delineating estimated expenditures to carry out the proposed committee responsibilities, goals and objectives for the fiscal year.
2. In the fiscal year for which a final budgeted amount has been adopted, committees, before making any expenditures, shall file for approval from the Executive Board an outline of standing responsibilities, goals and objectives for which the budgeted amount may be expended within the fiscal year.

C. The Executive Board retains the right to control funding of expenditures, which are contrary to the interests of the Association.

### **BUDGET COMMITTEE**

A. The Budget Committee shall be comprised of the Treasurer and three (3) members chosen by the President and approved by the Executive Board.

B. Responsibilities include:

1. Developing a line item budget for each fiscal year to present to the Executive Board at its first meeting of the new membership year.
2. Review and approve all vouchers for reimbursement to be presented to the Executive Board
3. Pay out such funds upon orders of the President in conjunction with the Executive Board;
4. Prepare a written financial report for each regular meeting of the Executive Board and Representative Council
5. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the Executive Board upon request;
6. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

### **MEMBERSHIP COMMITTEE**

The Membership Committee may consist of at least one (1) member from each school site or location. The committee will solicit unified membership in the three teachers organizations: the National Education Association, the California Teachers Association, and the Mountain View Teachers Association

### **SOCIAL COMMITTEE**

The Social Committee may consist of one (1) member from each school site or location. This committee shall be in charge of the Beginning of the Year Luncheon, New Members Luncheon, the Retirement Dinner, and any School Board Dinners or Receptions.

## **BARGAINING TEAM/COMMITTEE**

The Bargaining Team/Committee shall be composed of five (5) members and alternates recommended by the Executive Board. Each member must have permanent status in the District. Prior experience in professional organization work would be beneficial. Members of the team should also reflect K-8 teachers, support staff personnel, and all other MVTA bargaining unit members. Members of the team must also be active members in good standing of the MVTA, CTA, and the NEA.

- A. The term of a Bargaining Team member shall serve at the discretion of the President and the Executive Board but no more than three (3) years.
- B. Bargaining Committee: members of the Bargaining committee interested tenured bargaining unit members shall respond in writing to the President of MVTA. The selection shall follow procedures based on selection process. In the event that no one decides to apply for the open position,
- C. The President has the authority to designate a former member, or seek out a new qualified member to serve on either the Bargaining Team and or the Bargaining Committee.

## **NEWSLETTER COMMITTEE**

- A. The Newsletter Committee shall offer a means of publishing news, pertinent legal information, and item from committees and serve as a public relations agent.
- B. Criteria/Guidelines for governing content of the M.V.T.A. Newsletter including deadlines for submission are hereby set forth:
  - 1. Newsletter should be a POSITIVE and INFORMATIVE as possible to capture the interest of the membership.
  - 2. Articles must be submitted by 'MEMBERS ONLY' but may be excerpts from CTA, NEA or other such appropriately acceptable professional sources.
  - 3. All articles and letters to the Editor must be signed legibly in order to be published in the newsletter.
  - 4. Disparaging and or inappropriate remarks against members of the bargaining unit will not be published in any Association publications.
  - 5. Three schools will be listed on the final page of the Newsletter each month that the Newsletter is published to submit feature highlight articles about their school's accomplishments, activities, events or special programs.
  - 6. Representatives of the aforementioned schools shall submit their articles before or at the Representative Council meeting held the second Wednesday each month.
  - 7. The featured section will focus on "What's Happening."
  - 8. Ads, anniversaries, announcements, births, car-pool partners, engagements; get-well wishes, and situations can be included.
  - 9. Newsletter staff approved blank information forms are available upon request.

## **WELFARE COMMITTEE**

The Welfare Committee may be composed of up to three (3) representatives appointed by the President who will serve on the Mountain View District welfare Fund Committee. This committee consists of up to three (3) MVTA members, two (2) CSEA members, and one (1) representative from management. The Association members this committee shall keep the membership informed on the status of the fund.

## **HEALTH AND BENEFIT COMMITTEE**

- A. The President shall appoint the Chairperson and a Vice-Chairperson, and a bargaining unit member who has attained permanent status within the Mountain View School District, subject to the approval of the Executive Board to meet with and conduct the business of the Health and Benefit Committee with appropriate District personnel.
- B. The President, with concurrence of the Executive Board, shall appoint committee members. This committee may consist of up to six (6) voting members with release time (however, more may serve on the committee) and will be responsible for reporting to the Executive Board in writing on the business of the Committee. The Committee shall prepare a report to submit to the Representative Council at each Representative Council meeting on the business of the committee.
- C. The Vice-Chairperson shall assist the chairperson in all duties pursuant to the Health and Benefit Committee.
- D. The Health and Benefit Committee make-up will be of voting members and any number of non-voting members.
- E. Voting members: Voting members of the Health and Benefit Committee shall consist of bargaining unit members within the various health/insurance plans offered in order to fairly consider the interests of the bargaining unit members.
- F. Chairperson can be a voting or non-voting member.
- G. The Health and Benefit Committee is an advisory committee that serves at the discretion of the Executive Board and the Representative Council.
- H. No individual who has opted out of the Health Care shall serve on the Health and Benefit Committee.

## **ELECTION COMMITTEE**

There shall be an Elections Committee.

- A. The Elections Committee and Chairperson shall be appointed by the President and approved by the Executive Board.
- B. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.



- C. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
- D. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

#### **HUMAN RIGHTS/MINORITY AFFAIRS WOMEN'S RIGHTS COMMITTEE**

- A. The Human Rights/Minority Affairs/Women's Rights this committee shall consist of at least one member of the Association.
- B. Members of the committee shall raise the awareness of the membership to human civil rights issues; will monitor ethnic-minority participation in the Association, and provide ethnic-minority input on programs and policies; and monitor the participation of all members in the policy making and practical operations at all levels of the Association

#### **THE CATASTROPHIC LEAVE COMMITTEE**

**The Catastrophic Leave Committee** this committee shall consist of at least three (3) members appointed by the President of the Association, subject to the approval of the Executive Board. The committee will follow and implement the procedures as specified in the Mountain View Teachers Association contract. Section XXV.

#### **POLITICAL ACTION COMMITTEE**

The Political Action Committee may consist of up to five (5) members who have obtained permanent status within the Mountain View School District. The treasurer and chairperson must both sign checks used for PAC purposes. The treasurer will make financial statements to the President and to the Executive Board at each meeting of the Executive Board or upon request of the President; the financial statements will be shared with the general membership during the meetings of the Representative Council as well as under the direction of the Executive Board.

The Committee MVTA/PAC is established for the following purposes.

- A. To inform MVTA members of candidates who will be seeking office as Governing Board members.
- B. To serve as a voluntary funding structure through which MVTA members may give direct and indirect financial contributions to support or oppose such local candidates for Governing Board as deemed worthy of support (or opposition) from the standpoint of educational issues and without regard to partisan consideration.
- C. It is the intent of MVTA/PAC to work in a cooperative manner with the California Teachers Association (CTA) and the National Education Association (NEA).
- D. Membership and Meetings
- E. Any MVTA member may be appointed by the President to be on the MVTA/PAC Committee and may serve with the approval of the MVTA Executive Board.
- F. The MVTA Executive Board shall be the Executive Board of MVTA/PAC and members of the committee.

- G. The Chairperson will call meetings when there is business to conduct. All members will be notified in advance of meeting.

Officers:

- H. The officers of MVTA/PAC shall be a Chairperson and a Treasurer. The term of office will be for one (1) year.
- I. Funding, funds may be used to support candidates for the Mountain View School District School Board endorsed by the MVTA/PAC

**J. Establishing a line budget for each campaign**

1. Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose as judged by the MVTA Executive Board.
  2. The Chairperson and Treasurer may spend amounts up to \$200.00 without previous authorization of the MVTA/PAC Board. Any and all expenditures made by the Chairperson and Treasurer without previous authorization up to \$200.00 must be reported to the Executive Board with an explanation of the expenditure prior to the next meeting of the PAC Committee or the Executive Board meeting whichever comes first. .
  3. Amounts over \$200.00 may only be spent with prior approval of the MVTA/PAC Board. In order to receive prior approval each expenditure must be submitted to the MVTA/PAC Board with details explaining the reason and necessity for said expenditures.
  4. Funds approved as line items in a budget that has been approved by the MVTA/PAC Board may be spent without additional approval. These expenditures will be included in the regular reports to the Board and MVTA Representative Council.
  5. No amount of funding or support in kind can be given to:
    - a. Support or oppose a local or State initiative or ballot measure.
    - b. Support or oppose any city, county or Community College Board candidate.
- K. An amount of \$1.00 per MVTA member per month will be placed in an account MVTA/PAC from current local dues unless the member states in writing that he/she does not want this done. These moneys will remain segregated from the general membership account. Actual amounts shall be adjusted by the MVTA Representative Council to reflect the need of MVTA/PAC.

**L. Endorsement Procedures**

1. MVTA will endorse candidates and office holders only if MVTA/PAC and the
2. MVTA Representative Council takes action by the MVTA/PAC becoming involved in the endorsement process by interviewing candidates of State level office, and forwarding recommendations to CTA.
3. MVTA/PAC may endorse a candidate for school board after a thorough process in which:
  - a. All incumbents are evaluated as to his/her contribution to the welfare of students and teachers of the Mountain View School District and to public education.
  - b. All candidates are evaluated as to his/her positions on important issues facing public education and to the willingness to work with MVTA.

M. Recommendations and endorsements are made by the MVTA/PAC Board and ratified by the MVTA Representative Council.

1. No funds or in kind support of any nature may be spent on non-endorsed candidates in school board elections in the Mountain View School District.
2. The President shall issue endorsement letters or statements of endorsement with reasons for the endorsement for purposes of press releases or member education after approval of Representative Council.

## **GRIEVANCE COMMITTEE**

- A. The Grievance Chairperson shall be notified of any grievance filed by the Association. Any grievance that is filed in the District must also be submitted to the Association prior to or no later than the date of filing the grievance with the District.
- B. The Grievance Committee shall be responsible for implementing the Association's grievance program,
- C. The Committee shall be composed of seven persons who are serving as Grievance Association Representatives; the chairperson, the three members at large on the Executive Board who will represent the unit members within their constituent groups and three Site Representatives. The President subject to the approval of the Executive Board shall appoint the Chairperson and Grievance Committee members.
- D. Provide representatives to assist member of the bargaining unit in processing grievances
- E. Represent the Association at grievance proceedings whenever the Association has been notified that member of the bargaining unit is processing a grievance without the assistance of the Association.
- F. Make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs and keep the Executive Board informed regarding the operation of the grievance program.
- G. Consider carefully the merits of each grievance and make recommendations to the Executive Board after consultation with appropriate Association staff and legal counsel regarding the submission of a grievance to arbitration.
- H. Keep a record of all grievances processed.
- I. Provide training, resources, and support for the Association's building level grievance representative.
- J. Study the Association's grievance processing policies and problems and make recommendations to the Executive Board for maintaining and improving the effectiveness of these policies and programs.
- K. The Association recognizes and reaffirms its obligation as the exclusive representative and shall fairly represent each and every employee of the district covered by the recognition clause adopted negotiated by the Association and the District.



- L. No grievance shall be submitted to arbitration unless the Executive Board, which shall use the following objective criteria in reaching a decision, has authorized doing so.
1. The Association has credible evidence and arguments to support the position of the grievance.
  2. There is reasonable chance of winning the case.
  3. The cost of taking the grievance to arbitration is worth the economic and political gains sought.
  4. Is the grievance incidental?
  5. Will the grievance set a positive precedent?
  6. Does the Association have the resources to see the grievance through the process?
  7. Are there serious political considerations involved?
  8. Will the grievance achieve the goal sought?
  9. Will a ruling that sustains the grievance deter the employer from similar adverse actions in the future?
  10. Will a ruling that sustains the grievance resolve problems or merely stimulate new grievances by other employees?
  11. Have all procedural steps been followed properly?
  12. Any grievant or member of a class or group of grievances who disagrees with the decision of the Executive Board not to press a grievance to arbitration may appeal the decision to the Representative Council.

#### EXPENSE REIMBURSEMENT

- A. It is policy of the Mountain View Teachers Association to reimburse members and employees who represent the Association in an official capacity for actual and necessary expenses not to exceed the Board adopted amounts for reimbursement. (Authorization is given by the Executive Board)
- B. All expenses shall be itemized in detail, on claim forms furnished by the Association.
- C. Meals - actual amounts paid; not to exceed CTA guidelines \$26.00 for a single meal or \$80.00 per day including tax and tips.
- D. Receipts must accompany claims for plane, train, bus, hotel or motel and meals.
- E. Reimbursement shall be made in the following:
- F. Travel to MVT A approved conferences and trainings
1. Plane: Actual coach fare.
  2. Train or Bus: Actual coach fare.
  3. Auto: Current IRS approved rate, round-trip by the shortest highway route; however, mileage reimbursement cannot exceed the cost of plane fare.
  4. Actual costs of airport bus and parking.
  5. Lodging (hotel/motel) Actual cost of twin-bedded room allowed of sharing a double occupancy room. Those wishing a single room shall pay the difference.
- G. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

- H. Personal charges such as laundry, valet, telephone calls and entertainment are not reimbursable.
- I. Any exceptions or variations from the rules covering travel and other expenses shall be allowed only by authorization with in supplemental policies adopted by the Mountain View Teachers Association Executive Board.
- J. All persons traveling for the Association car pool whenever this is possible; in order to receive mileage reimbursement shall be encouraged to combine with other members going to the same function and to travel in one car whenever this is possible in order to be reimbursed for travel.
- K. All out-of-state travel, which is reimbursable from Association funds, must be approved in advance by the Executive Board.

# CODE OF ETHICS OF THE EDUCATION PROFESSION

## Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA and its affiliates.

## Principle I

### Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator—

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly—
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

## Principle II

### Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a noneducator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or it required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assembly