

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

I. NAME AND LOCATION

The official name of this Chapter shall be the Paso Robles Public Educators CTA/NEA – CFT/AFT in San Luis Obispo County (herein “PRPE” or “Chapter”).

II. PURPOSES

The primary purposes of this Chapter shall be:

- A. To represent its members in their relations with their employer, and to 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 terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To promote cooperation and communication between education support professionals and certificated educators;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

III. AFFILIATION WITH CTA/NEA and CFT/AFT

- A. PRPE shall be a chartered chapter of the California Teachers Association (CTA) and the California Federation of Teachers (CFT).
- B. PRPE shall be an affiliate local chapter of the National Education Association (NEA) and the American Federation of Teachers (AFT/AFL/CIO).

IV. MEMBERSHIP

- A. The primary category of membership shall be Active members.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Paso Robles Joint Unified School District, and whose primary assignment is such as not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter, CTA/NEA, and CFT/AFT dues.

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

- D. The right to vote and to hold elective office or appointive position within the Chapter shall be limited to Active members.
- E. Members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- H. No member of the Association may be disciplined by the chapter without due process. Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross-examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. The member has the right to appeal the decision of the hearing panel to the governing body.
- I. 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.
- J. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Chapter.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Chapter, the dues of CFT and CTA, and the dues of AFT and NEA.
- B. The Chapter's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the active membership of the Chapter at the last regular meeting of the school year.
- C. The Chapter shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Chapter CTA/NEA-CFT/AFT dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

- A. The policy-making body of the Chapter shall be a Representative Council. The Representative Council, comprised of Active members of the Chapter, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Executive Board, ex-officio;
 - 2. Faculty Representatives elected on the basis of one-person one-vote;
 - 3. The following additional representatives:
 - a. Elected Service Center Council Representative(s), when not already serving on the Representative Council in another capacity;
 - b. Committee Chairpersons, ex-officio non-voting;
 - c. CTA and CFT State Representatives, if any; and
 - d. Any Active members who hold CTA/NEA or CFT/AFT offices or committee appointments, ex-officio non-voting.
- C. The Representative Council shall:
 - 1. Establish Chapter policies and objectives;
 - 2. Adopt the annual budget of the Chapter on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 - 4. Establish the dues of the Chapter.
 - 5. Adopt Chapter and Council Standing Rules as needed.
- D. The Representative Council shall meet at least once during each school month; the number, place and time of meetings to be decided by the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

VII. FACULTY/SITE/SITE UNIT REPRESENTATIVES

- A. Faculty/Site/Site Unit representatives shall be elected in November by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Members of the Representative Council shall serve a term of one (1) year commencing January 1.
- C. Each faculty/site/site unit shall be entitled to at least one representative and shall have one representative for each twenty-five (25) Active members on the faculty, or major fraction thereof.
- D. Active members who are not represented through an individual school faculty group shall be counted as a special faculty/site/site unit group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- F. Faculty/Site/Site Unit Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Chapter and the 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; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Faculty/Site/Site Unit Representative may not conduct an election in which he/she is a candidate.

VIII. OFFICERS

- A. The officers of the Chapter shall be a President, a K-5 Vice President, a 6-12 Vice President, a Corresponding Secretary, Recording Secretary, and a Treasurer.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members 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 Chapter. Such election shall take place in November by open nominations and secret ballot.
- D. The President shall be elected for a term of two (2) years commencing on January 1. The K-5 Vice-president shall be elected for a two (2) year term commencing on January 1 with the election

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

held in even years. The 6-12 Vice-president shall be elected for a two (2) year term commencing on January 1 with the election held in odd years.

- E. All other officers shall be elected for a term of one year commencing on January 1 of any calendar year.
- F. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Chapter. 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.
- G. The President shall be the chief executive officer of the Chapter and its policy leader.

The President shall:

- 1. Preside at all meetings of the Chapter, the Representative Council and Executive Board;
 - 2. Prepare the agenda for the meetings of the Chapter, the Representative Council and the Executive Board;
 - 3. Be the official spokesperson for the Chapter;
 - 4. Be familiar with the governance documents of the Chapter, CTA, NEA, CFT, and AFT;
 - 5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
 - 6. Appoint the chairperson and members of the bargaining unit with the approval of the Executive Board by the beginning of each school year;
 - 7. Call meetings of the Chapter, Representative Council and the Executive Board;
 - 8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
 - 9. Suggest policies, plans and activities for the Chapter and be held responsible for the progress and work of the Chapter;
 - 10. Attend meetings of the Service Center Council of which the Chapter is a part; and
 - 11. Attend other CTA/NEA and CFT/AFT meetings as directed by the Representative Council.
- H. The Vice-Presidents 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. Be responsible for the formation and distribution of the Chapter's calendar of activities; and

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

4. Serve as coordinator of committee activities at the direction of the President.
- I. The Recording Secretary shall:
 1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Chapter, Representative Council, and the Executive Board;
 2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
 3. Keep an accurate roster of the membership of the Chapter and of all committees; and
- J. The Corresponding Secretary shall:
 1. Carry on the correspondence pertaining to the affairs of the Chapter as directed by the President
 2. Assist the President in the producing the "Update" newsletter including printing, copying, and distributing to the building representatives.
- K. The Treasurer shall:
 1. Receive all funds belonging to the Chapter and be responsible for their safekeeping and accounting;
 2. Pay out such funds upon orders of the President;
 3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
 4. Be responsible for an annual audit of the books of the Chapter and distributing a summary of this audit to the membership; and
 5. Be responsible for submitting membership and financial reports to CTA, NEA, CFT, AFT, and other agencies as required by law.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers and may include two (2) 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 nominations and by secret ballot.
 1. The at-large members of the Executive Board shall be elected for a term of one (1) year, commencing on January 1.
 2. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation,

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.

- D. The Executive Board 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 Executive Board.
 - E. The duties and the responsibilities of the Executive Board are:
 - 1. Coordinate the activities of the Chapter;
 - 2. Act for the Representative Council when school is not in session;
 - 3. Direct the bargaining activities of the Chapter, subject to policies established by the Representative Council;
 - 4. Approve appointment and removal (2/3 vote) of bargaining team members;
 - 5. Recommend a budget for the Chapter to the Representative Council;
 - 6. Approve all appointments to and removal (majority vote) of committees, including chairpersons;
 - 7. Adopt the Standing Rules for the Board as needed;
 - 8. Adopt grievance procedure;
 - 9. Direct the grievance activities of the Chapter; and
 - 10. Exercise all the business and organizational powers and duties for the Chapter as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
 - F. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.
 - G. The immediate Past President shall be the parliamentarian for the Chapter. In the event the immediate Past President is not able or not eligible to serve, the President shall appoint a parliamentarian from the membership of the Executive Board.
- X. MEETINGS OF THE GENERAL MEMBERSHIP:
- A. Meetings of the Chapter may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the Active membership.
 - B. Notices of the Chapter meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Chapter at least two days before the meeting except during crisis situations.
 - C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Chapter membership of meeting dates, places and times.

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

- D. A quorum for meetings of the Chapter shall be a majority of the Active membership.

XI. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- B. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
- C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- D. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- E. Responsibility and authority for directing the bargaining process on behalf of the Chapter are vested in the Executive Board subject to policies established by the Active membership.
- F. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Active members in that unit.
- G. The Bargaining Team shall report its activities to the Executive Board, as the Board requires.
- H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- I. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Chapter until such agreements have been ratified by the Active membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.
- J. The ratification ballot shall provide two choices: "Yes, I ratify the tentative agreement reached on [date]" and "No, I reject the tentative agreement reached on [date] and authorize the Executive Board to initiate concerted activities up to and including a withholding of services.

XII. GRIEVANCE PROCESSING

- A. The Executive Board 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:

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
2. Training for handling grievances; and
3. Evaluation of the Chapter's grievance policies and procedures.

XIII NOMINATIONS AND ELECTIONS

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 Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding whether an election shall be held

- A. There shall be an appointed Elections Committee.
- B. 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; and
 5. Majority vote, unless otherwise specified.
- C. State Council Representative and similar CFT elections shall be conducted in accordance with appropriate affiliate guidelines after the chapter or service center council has been notified to do so by the appropriate affiliate.
- D. NEA State Delegate and similar AFT elections shall be conducted in accordance with the appropriate affiliate guidelines.
- E. NEA Local Delegate elections and similar AFT elections shall be conducted in accordance with the appropriate affiliate guidelines.
- F. The duties of the Elections Committee shall be to:
 1. Ensure that all applicable affiliate 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; and
 6. Handle initial challenges.

XIV. COMMITTEES

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.
- C. There shall be the following standing committees: Grievance, Political Action, Membership, Public Relations, Social and Mentor Selection.
 - 1. Grievance committee shall be chaired by a past president. The grievance committee shall be responsible for implementing the Union's grievance program. It shall:
 - a) Provide representatives to assist members of the bargaining units represented in processing grievances.
 - b) Represent the union at grievance proceedings whenever a member of a bargaining unit is processing a grievance without the assistance of the union.
 - c) Make recommendations to the executive board regarding the budget for grievance processing and arbitration costs and shall keep the executive board informed regarding the operation of the grievance program.
 - d) Consider carefully the merits of each grievance and make recommendations to the executive board regarding the submission of a grievance to arbitration.
 - e) Keep a record of all grievances processed, and file those in the union archives.
 - f) Provide training, resources, and support for the union's building grievance representative.
 - g) Study the union's grievance processing policies and program to make recommendations to the executive board for maintaining and improving their effectiveness.
 - 2: Legislation Committee shall:
 - (a) Maintain a continuing study of proposed legislation affecting schools and teachers
 - (b) Keep the membership informed regarding such proposed legislation and its progress while the legislature or congress is in session
 - (c) Propose and carry out methods for the union to support the legislative program
 - (d) give to the membership information about the records and opinions of candidates for school board, legislature, and congress regarding questions affecting schools and teachers

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

- (e) Plan any activities designed to establish closer relationship with state and national legislators representing this area.
- 3: Membership Committee. The membership committee shall consist of the chair and the building representatives. The duties of the membership committee shall be to:
 - (a) Promote membership in the union
 - (b) Distribute membership cards, and
 - (c) Maintain an accurate roster of the union membership and file it with the recording secretary.

XV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Chapter, the Representative Council, and the Executive Board.

XVI. AMENDMENTS/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. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

Signature of President _____

Date 12/12/14

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

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 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 one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worth 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 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.

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

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 non-educator 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 is 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 1975 NEA Representative Assembly

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

Standing Rules: Request for a Contract Waiver

1. All waivers will be presented to the Representative Council for the Council's consideration.
2. No waiver shall be granted for more than the term of the school year in which the waiver is granted.
3. Action on a waiver request shall not take place at the Representative Council meeting at which a request is first presented.
4. The Representative Council will act on a written waiver request within 35 days of its receipt by the Association except that a waiver request presented at the last Representative Council meeting of the school year will be held over until the next Representative Council meeting
5. Where appropriate, waivers approved by the Representative Council will be presented to the District Board of Trustees for the Trustees' consideration.
6. Any unit member may bring forward a request for an individual request for a waiver of the contract or an agent of the District acting as a representative of the District may bring forward a request for a waiver of the contract.
7. Where a site or program would be impacted by a waiver request or is making a waiver request and before the request is considered by the Representative Council, the request shall be approved by 70% of the membership at the site or in the program as determined by a secret ballot vote conducted by the Association. A petition from 30% of the membership at a site or program presented to the Association will constitute a waiver request and will trigger a secret ballot vote.

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

Standing Rules: Grievance Processing (Employment Related)

1. All unit members, whether a member of the Association or not, have equal access to, and rights to, Association resources and assistance in the prosecution of any action the unit member may bring forward pursuant to the provisions of the grievance procedure provided in the employment agreement between the Association and the District.
2. All officers and site representatives of the Association shall receive training on how to identify and prosecute a grievance pursuant to the procedure provided in the employment agreement between the Association and the District. Any interested member may also participate in that training. All members receiving training shall do so with the understanding that the member will be willing and available to act as a grievance representative if called upon to do so.
3. The Grievance Committee shall regularly review and evaluate the grievance policies and procedures of the Association and make recommendations to the Representative Council for revisions as needed.
4. No grievance shall be submitted to arbitration unless doing so has been authorized by the Executive Board that shall use the following criteria in reaching a decision:
 - a. Does the Association have credible evidence and arguments to support its position?
 - b. Is there a reasonable chance of winning the case?
 - c. Is the cost worth the economic and political gains sought?
 - d. Is it incidental or precedent setting?
 - e. Does the Association have the resources to see it through?

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

- F. Are serious political considerations involved?
 - G. Will the grievance achieve the goal sought?
 - H. Will a victory deter the employer from similar adverse actions in the future?
 - I. Will a victory help resolve problems or merely stimulate new grievances by other employees?
 - J. Have all procedural steps been followed properly?
5. Any grievant or member of a class or group of grievants who disagrees with the decision of the Executive Board not to press a grievance to arbitration, may appeal the decision to the Representative Council.

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

Standing Rules: Grievance Processing (Internal)

1. Any member of the Association may bring a grievance against the Association for good cause by submitting a written complaint to the President that shall include:
 - A. The name of the grievant or grievants;
 - B. A clear statement of the grievance;
 - C. A detailed statement of the facts which give rise to good cause; and,
 - D. A clear statement of the action sought as relief.
2. The President or designee shall meet with the grievant(s) in an informal effort to resolve the complaint.
3. If the grievant(s) are not satisfied by the informal effort to resolve the grievance, the grievant(s) may, by written application to the President, appeal the grievance to the Executive Board. The Executive Board shall review the written complaint, investigate the allegations contained within, and render a written decision, which the President shall cause to be delivered to the grievant(s). Upon written application to the president, the grievant(s) shall be allowed to address the Executive Board as part of the Executive Board's investigation.
4. If the grievant(s) are dissatisfied with the decision of the Executive Board, the grievant(s) may appeal to the Representative Council by submitting a written appeal to the President of the Association. The Representative Council shall review the written complaint, investigate the allegations contained within, and render a written decision that the President shall cause to be delivered to the grievant(s). Upon written application to the President, the grievant(s) shall be allowed to address the Representative Council as part of the Representative Council's investigation.
5. No resolution reached or granted at any level may violate any rules or regulations of the Association or its affiliates, CTA and NEA, unless said

CONSTITUTION AND BYLAWS

Paso Robles Public Educators CTA/NEA - CFT/AFT

Adopted May 23, 2014

rules or regulations are waived by the appropriate legislative body.

Standing Rules: Ratification Procedures

1. Agreements reached between the Bargaining Team and the School Board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by the membership of that unit(s).
2. Within ten (10) days of finalizing a tentative agreement, the President and Bargaining Team Chair shall cause a complete copy of the tentative agreement to be distributed to the membership.
3. Within fifteen (15) days of finalizing a tentative agreement, but no sooner than the distribution of the complete copy of the tentative agreement, the President shall convene a general membership meeting of the appropriate bargaining unit(s) to discuss the tentative agreement.
4. Ratification of the tentative agreement shall be by secret ballot election held at the sites and conducted by the Representative Council and Elections Committee at times and dates established by the Executive Board but no later than ten (10) working days after the general membership meeting.
5. The ratification ballot shall provide two choices: "Yes, I ratify the tentative agreement reached on [date]" and "No, I reject the tentative agreement reached on [date] and authorize the Executive Board to initiate concerted activities up to and including a strike."