

**THE STANDING RULES
OF
THE MONTEBELLO TEACHERS ASSOCIATION
MONTEBELLO, CALIFORNIA**

Adopted January 17, 2017

Rule One: Association Employees

A. All Employees

1. All employees of the Association shall be responsible to the Executive Committee.
2. Employees shall be entitled to holidays comparable to those designated by the Board of Education for 12-month employees and any others designated by the Executive Committee.
3. Each officer or employee of the Association who is entrusted with the receipt, safekeeping, or disbursement of funds for the Association shall be placed under bond in such amount as the Executive Committee may determine.
4. The hiring of the Executive Director and any contractual arrangements for this position will be recommended by the Executive Committee and approved by the Council.
5. The Association hereby affirms its belief that every person, regardless of race, color, creed, sex, sexual orientation or national origin, has the right to equal opportunity for employment. To this end, the Association pledges its active commitment to operating its own employment practices to insure itself as an equal opportunity employer and shall not discriminate against minority group candidates for Association staff vacancies as they occur.

B. The Executive Director

As Executive Officer

1. Serves as the executive officer of the Association and executes Association policy.
2. Does not make policy but provides appropriate guidance in its establishment.
3. Once policy has been made is responsible for its execution.
4. Provides guidance in the development and execution of the entire program of the Association.
5. Acts as resource and research consultant to the President, Executive Committee, Council and Committees of the Association.
6. Proposes such activities and programs as are considered pertinent to the advancement, welfare, and objectives of the Association.
7. Assists in development of in-service training for actual and potential leaders.
8. Assists the Bargaining Team in all aspects of its work.
9. Provides counsel, advice, and representation to individual members.

As Business and Office Manager

1. Serves as business and office manager of the Association.
2. Recommends employment and is responsible for direction of all other staff.
3. Recommends for professional staff appointments and reappointments.
4. Prepares and presents preliminary annual budget of the Association

As Communication and Public Relations Officer

1. Is responsible for all official Association publications
2. Executes the public relations program of the Association.
3. Participates in and provides liaison with community organizations.

Evaluation of the Executive Director

1. There shall be an evaluation of a professional staff person serving in the position of Executive Director for the Montebello Teachers Association.
2. An evaluation procedure for such a person should be one that truly evaluates, not rates the performance of the individual.
3. The intent of any evaluation should be to promote a continued improvement of service.
4. The evaluation should be built into the contract between the Executive Director and the Association.

Rule Two: Finances

Fiscal Year

1. The fiscal year of the Association shall be from September 1 through August 31.

Annual Budget and Disbursement of Funds

1. The Treasurer shall give a report of the disbursement of funds at regular council meetings, upon request, but at least two times per year.
2. All Association checks shall be signed by the President and the Treasurer, except that the Vice President or Executive Director may sign in lieu of the President or Treasurer when directed by the President.
3. The Budget will be categorized as may be deemed advisable by the Executive Committee.
4. The Budget shall include a provision that expenditures within the limitations set by the budget shall require the approval of the President and the Treasurer. Signatures of these officers on the checks shall be accepted as de facto evidence of their approval.
5. Expenditures not covered by the Budget and not exceeding \$200 per item shall require prior approval of the Executive Committee.
6. Approval of the President and the Treasurer shall be sufficient to pay the salaries of employees of the Association in accordance with the terms of their employment.
7. After establishing reasonable reserves for capital outlay and contingencies, the spending of current revenue for current services and programs shall prevail. A contingency fund shall be a part of each year's budget. Expenditures from this fund shall require prior approval of the Executive Committee.
8. Expenses for conferences sponsored by standing committees, special committees, or any group which submits an annual budget request, shall be a part of their budget request.

Rule Three: Committee Appointments

1. The President in recommending committee chairpersons and/or committee members shall consider the following:
 - a. Bylaws and Standing Rules
 - b. geographic distribution of committee members
 - c. grade level distribution of committee members
 - d. number of members from each school
 - e. number of years a member has been in the district
 - f. number of years a member has been on a committee
 - g. recommendation of incoming committee chairperson
 - h. recommendation of outgoing committee chairperson
 - i. special factors such as experience in a particular field, interests and capabilities, leadership potential, and others.

Rule Four: Leadership Development

1. Montebello Teachers Association leadership development opportunities, such as but not limited to, team building, school-site leadership, teacher advocacy, leadership retreat, and organizing shall be presented annually for the purpose of providing leadership techniques, information, inspiration and reinvigoration to all members from the Association.
2. The leadership development committee will plan the yearly agenda of leadership development activities.
3. The leadership development committee shall select the place and dates of the leadership development activities.
4. Cost of the leadership development activities shall be a budgeted item.

Rule Five: Expenses for Travel Authorized By The Executive Committee

1. The Executive Committee or Council may authorize members to attend regional, state and national level meetings and conventions which are considered to be beneficial to the Association, and shall pay actual and necessary expenses incurred by the individual.
2. Travel Expense:
 - a. Plane - actual coach fare (economy, single class) unless coach service is not available, or circumstances compel use of first-class travel.
 - b. Train or Bus - actual fare; railroad fare may include lower berth, roomette, or equivalent.
 - c. Auto - in accordance with CTA auto expense rules.
 - d. Airport Bus or Limousine Service - actual costs and reasonable amounts for taxis, tips, and parking.
3. Lodging:
 - a. Actual amount paid
 - b. Reasonable communication expenditures
 - c. Personal charges such as laundry, valet and entertainment are not reimbursable; reasonable amounts for tips are permitted
4. Meals:
 - a. In accordance with CTA and IRS guidelines.
5. Upon a member's return claims for reimbursement shall be immediately filed with the M.T.A. Office, itemizing actual necessary expenses. Receipts must accompany charges for plane, train, hotel or motel and all meals as demanded by the IRS.

Rule Six: Amendments to the Standing Rules

1. At any meeting the Standing Rules may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote.
2. If a notice of the proposed action was given at a previous meeting or in the call of this meeting, they may be amended or rescinded by a majority vote.