

**Bylaws**  
of the  
**Torrance Teachers**  
**Association**

**Includes all *revisions* through November 2024**

**Torrance Teachers Association  
CTA / NEA**

## ARTICLE 1 ~ AFFILIATION AND PURPOSE

- Section 1     The official name of this association shall be the Torrance Teachers Association/CTA/NEA in Los Angeles County, CA.
- Section 2     The Torrance Teachers Association (TTA) shall be a chartered chapter of the California Teachers Association (CTA) and an affiliated local *association* of the National Education Association (NEA) in Los Angeles County.
- Section 3     The primary purposes of TTA shall be:
- a.     To represent *its* members in their relations with their employer, and to act as the exclusive representative of certificated non-management 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 and speaking with authority for members.
  - c.     To represent the TTA membership to the public.
  - d.     To advance the general welfare of the Torrance Unified School District.
  - e.     To raise the standards of the teaching profession.
  - f.     To provide an opportunity for continuous study and actions on the problems of the profession to advocate and take action on all matters pertaining to public education.
  - g.     To promote professional attitudes, collaboration, communication and ethical conduct among members and education support personnel.
  - h.     To encourage collaboration between the teachers and the community.
  - i.     To provide a means of representation for its ethnic-minority members and.
  - j.     To foster good fellowship among members.

## ARTICLE II ~ MEMBERSHIP, DUES AND FEES

### Section 1      *MEMBERSHIP*

- a. Membership in this Association is open to any person engaged in, or who is on a limited leave of absence from, non-administrative, non-supervisory, certificated public education employment and is an employee of Torrance Unified School District.
- b. Membership shall be granted upon initiation of payroll deduction or upon payment of annual TTA/CTA/NEA dues.
- c. The right to vote and hold elective office or appointive position within this Association shall be limited to members.
- d. Members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- e. Members shall adhere to the [The Code of Ethics for Educators](#) and the The Union Code of Conduct.
- f. Members shall enjoy the same rights and privileges, regardless of age, gender identity, race, ethnicity, national origin, and sexual orientation.
- g. No member of the Association may be disciplined by the Association without a due process hearing which shall include an established appellate procedure. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by a hearing panel, whether such evidence is presented at a hearing or not. All members have the right to appeal the decision of the hearing panel to the governing body.
- h. The membership year shall be the period from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.
- i. Honorary membership may be awarded by the Representative Council to persons who have shown outstanding service to education and who are not eligible for membership. Honorary membership does not grant the rights and privileges of membership, such as voting or running for elective office within the organization.
- j. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.

Section 2      Dues for active membership in the Association shall be at the level commensurate with employment status and the appropriate CTA/NEA dues category.

Section 3      The basic annual dues level for Active members shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.

Section 4 The TTA portion of the basic annual dues shall be in the amount established by action of the Representative Council at the May meeting.

Section 5 Membership in a given class or category shall be continuous after the initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If, by October 31 of any calendar year, a member has either not paid the established annual membership dues for the current membership year or made satisfactory arrangements for payment, that person's membership shall be considered delinquent, and their name will be dropped from the rolls.

### ARTICLE III ~ EXECUTIVE BOARD

Section 1 The Executive Board of TTA shall be composed of the following:

- a. The president, vice-president, treasurer, and State Council of Education members shall be elected by the membership at large.
- b. Eight (8) members shall be elected from the four geographical areas of the District -- four (4) from K-5 Elementary Schools (one from each area) and four (4) from the High Schools (one from each area). These eight members shall be elected by the membership that they represent in each of the respective geographical areas.
- c. There shall be two (2) Middle School representatives to be elected at-large by the membership at the middle schools.
- d. There shall be one (1) At-Large Representative to be elected to represent members at the following sites: Adult Transition Program, Educational Materials Building (EMB), Drevno Community Day School, Griffith Adult School, Hamilton Adult School, Levy Adult School, LAUNCH Pre-School, Kurt T Shery Continuation High School, and the Special Education Office.
- e. Each Executive Board member and ex-officio member shall have one (1) vote.
- f. All members of the Executive Board, , shall assume their duties on July 1. State Council Representatives shall assume their duties in accordance with CTA by-laws.
- g. All members of the Executive Board shall serve two-year terms of office except the State Council Representatives whose terms are set by CTA.

- h. The Immediate Past President will serve as an ex-officio member of the Executive Board for one year.
- i. All members of the Board shall be elected according to the election procedures set forth in these by-laws and/or the standing rules.
- j. A vacancy on the Executive Board shall exist if a member of the Executive Board dies, resigns, is recalled by the Association membership he/she represents or if no candidate comes forward.
- k. In the event a vacancy occurs in the office of the President, the Vice-president shall assume that office. In the event a vacancy occurs in any other office with more than three (3) months to be served, a special election will be held to elect successors to fill the unexpired terms. If the seat remains vacant after a special election has been held or waived, the president may fill the vacancy for the remainder of the term by appointment with approval of the Executive Board and ratification by the Representative Council at its next meeting.
- l. If a person elected or appointed to the Executive Board is transferred out of his/her representative area, he/she will be allowed to serve the remainder of the term for which elected.
- m. All Officers and Executive Board members shall be and remain active members as a condition of nomination and service to their respective positions for their term of office.

Section 2 The *President* shall be the chief executive officer of the Association and its policy leader. The President shall:

- a. Preside at all meetings of the Association and in every way endeavor to execute the decisions of the Executive Board and Representative Council.
- b. Prepare the agenda for the meetings of the Association.
- c. Be the official spokesperson for the Association.
- d. Adhere *to* the governance documents of the Association, CTA and NEA.
- e. Appoint all chairpersons and members of committees and of the bargaining team, except as otherwise stated in these bylaws.
- f. Direct, with the approval of the other officers, the negotiation and grievance programs of the Association.

- g. Propose the procedures for grievance processing for ratification by the Executive Board.
- h. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association.
- i. Attend meetings of the Service Center Council of which the Association is a part.
- j. Attend other CTA/NEA meetings as directed by the membership.
- k. The President shall be an ex-officio member of all committees.
- l. Order the payment of funds as necessary.

Section 3 The *Vice-President* shall:

- a. Serve as assistant to the President in all duties of the President.
- b. Assume the duties of the President in the absence of the President.
- c. Serve as an ex-officio member of all committees and act as coordinator of the Association committees and program planning.
- d. Be responsible for the formation and distribution of the Association's calendar of activities.
- e. Be responsible for the distribution of minutes, notice of meetings, regular or special, of the Association, Representative Council, and Executive Board.
- f. Maintain an accurate roster of the membership and of all committees.
- g. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

Section 4 The *Treasurer* shall:

- a. Have charge of all funds of the Association and shall provide a written report on the financial status of the Association as needed.
- b. Publish a quarterly Budget Report showing the Association's financial position.
- c. Serve as the chair of the Association's Finance Committee.

- d. See to it that the accounts of the Association are audited annually and that such audit is available to the members.
- e. See to it that accurate membership and financial reports are provided CTA, NEA and other agencies as required by law.
- f. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting.
- g. Pay out funds at the direction of the President or a vote of the Executive Board.

Section 5 The Executive Board shall be the executive body of the Association and shall recommend policy to the Representative Council. It shall review and study all proposals for action by the Association which are made by individuals and organizations not members thereof, execute policies of the Association, and exercise such powers as may be granted to it by the Representative Council.

Section 6 All members of the Executive Board shall be members in good standing of their local chapter, and state and national associations as a condition for nomination to and service in their respective positions.

Section 7 The duties of the Executive Board are:

1. Exercise all the business and organizational powers and duties of the Association as prescribed by law and these bylaws.
2. Act for the Representative Council when school is not in session.
3. Coordinate the activities of the Association.
4. Adopt, amend, and publicize the Association's Standing Rules.
5. Recommend a budget for the Association to the Representative Council.
6. Approve by majority vote the President's appointments and by two-thirds vote removal of bargaining team members.
7. Approve by majority vote the President's appointments and by two-thirds vote removal of committee members, including chairpersons.
8. Direct the bargaining activities of the Association.

Section 8 The Executive Board shall have the power, as approved by the Representative Council, to appoint and remove such employees of the Association as it may deem necessary, to determine their qualifications, fix their compensation,

prescribe their duties, and require such agreements as may be necessary to insure faithful service.

#### ARTICLE IV ~ REPRESENTATIVE COUNCIL

- Section 1      The Representative Council (Rep Council) shall be composed of:
- a.      The Executive Board
  - b.      Representatives of the Association members of each site
  - c.      Representatives of the following support groups: Program Specialists, Speech Pathologists, Psychologists, Nurses, Adult Educators, Librarians, Clinicians, Teachers on Special Assignment, and Counselors
- Section 2      The Representative Council shall consist of one (1) representative elected from each site in the District for each twenty (20) members or major fraction thereof and one (1) representative from each support group.
- Section 3      The Representative Council shall be the policy-making body of the Association. It shall act on all matters affecting the welfare or interest of the membership not otherwise specifically delegated to the Executive Board. Ex-officio members of the Representative Council shall include all standing committee chairpersons.
- Section 4      Each member of the Representative Council present at a Representative Council meeting shall be entitled to one vote. Executive Board members and ex-officio members shall not be entitled to vote.
- Section 5      No member of the Executive Board may serve *on the council* as an elected representative from their site.
- Section 6      The term of office for Representative Council members shall be one year and each representative may succeed themselves. Term of office shall begin in September. In the event of a vacancy, a special election shall be held as soon as possible.
- Section 7      Duties of the Representative Council:
- a.      To adopt policies for the Association.
  - b.      To adopt the annual budget and set the dues.
  - c.      To consider all matters that may be presented relative to the welfare of the members.
  - d.      To provide the President with names of potential leaders.
  - e.      To adopt such standing rules and regulations as it deems necessary and desirable provided that such rules and regulations do not conflict with the law, the Articles of Incorporation, the by-laws or the Agreement between

the Association and the District.

- Section 8 Specific duties of a Representative Council member shall be:
- a. To determine the consensus of the members of their site/group and report faithfully to the Representative Council.
  - b. To provide Association materials to their members.
  - c. To communicate faithfully to their members the activities and actions of the Representative Council.
  - d. To place items on the agenda of the Representative Council if so directed by the members of their site/group.
- Section 9 An item deemed major policy of the Representative Council may be enacted in one of two ways:
- a. A 2/3rds vote of the Representative Council upon first reading.
  - b. A simple majority at second reading which shall not take place the same day as the first reading.
- Section 10 Upon presentation to the Executive Board of a petition signed by 20% or more of the members of the Association requesting that a proposal affecting the Association, or its activities be submitted to a vote of the membership, the Executive Board shall publicize such proposal in an official publication of the Association and shall submit such proposal to a vote of the membership within 30 days after the presentation of the petition. If such proposal is approved by a majority of the active members voting, the Executive Board shall place such proposal into effect.
- Upon presentation to the Executive Board of a petition signed by 20% or more of the Association members requesting that an Executive Board member elected at-large be recalled, the Executive Board shall publicize the request in an official Association publication within 30 days of receiving the petition.
- The Executive Board shall cause the authenticity of the petition to be verified from the current membership list and shall, if the petition be verified, submit the question of recall to the membership at-large within ten (10) days following the official publication. If 2/3rds of the membership voting, vote to recall the Executive Board member, that office shall be declared vacant.
- Members of the Executive Board elected by Association members may be recalled only by their constituents. In such instances, the procedure outlined above shall apply except that only the members of the specific constituency may file the petition and vote in the subsequent election.
- Section 11 Vacancies in the office of Representative for whatever cause shall be filled by properly elected replacements.
- Section 12 Members of the chapter shall have the right to attend and observe official meetings of the Representative Council.

## ARTICLE V ~ MEETINGS

- Section 1 The Executive Board shall meet at least ten (10) times during each school year at a time designated by the President at the first regular meeting of the school year. All meetings of the Executive Board shall be open meetings held in the TTA office conference room unless the Executive Board agrees to do otherwise. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board and shall be open meetings.
- Section 2 The Representative Council shall meet at least eight (8) times during the school year at a time and place designated by the President at the first regular meeting of the school year of Executive Board. Special meetings of the Representative Council may be called by the President or by a majority of the Representative Council. Notice of all meetings shall be provided to all Representative Council members and these meetings shall be open meetings.
- Section 3 General membership meetings of the Association shall be held when called by the Executive Board or by the President. Special meetings of the entire membership may be called upon petition of five (5%) percent of all members or by a majority of the Representative Council. No business other than that for which the meeting was called may be discussed.
- Section 4 A quorum of all meetings of the Executive Board, Representative Council and committees shall exist when a majority of the members is present.
- Section 5 Meetings at the building level shall include only members of TTA unless other personnel are specifically invited by a unanimous vote of the Association members at that building.
- Section 6 For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, times and places.

## ARTICLE VI ~ ELECTIONS

- Section 1 All Association elections for Officers, Executive Board and Representative Council shall be conducted with open nominations and secret ballot. Announcements to members shall reflect this information.
- Section 2 The Elections Committee shall be appointed by the President subject to ratification by the Executive Board.
- Section 3 The Elections Committee shall prepare a list of candidates for each seat. Such candidates shall be announced in writing to each member of the Association not less than two weeks before the regular meeting of the Representative Council in April.

- Section 4 Additional nominations for officers and Executive Board may be made at the April meeting of the Representative Council, providing nominees have given their consent, after which the nominations shall be closed.
- Section 5 Any member meeting the timelines and qualifications for candidacy shall have their name placed upon the ballot for an office of the Association at their request.
- Section 6 Each Representative Council member shall be notified of the final slate of candidates and the date of the election within one week after the April meeting of the Representative Council.
- Section 7 Ballots shall be sent to the individual members at their site and, after voting, ballots shall be placed in a locked box at the site before a date and time deadline set by the Elections Committee. Elections shall be conducted over a two-to-five-day period and the ballot boxes shall be returned to the Association office at the end of the second day.
- Section 8 The Elections Committee shall count all ballots at the Association office and results of the election shall be sent to all members within one week after the election.
- Section 9 Vote necessary to elect: If no candidate receives a majority of the votes cast, there must be a run-off election within one week after the original election in the same manner for the two candidates receiving the highest number of votes.
- Section 10 Election of *Executive* Board members shall take place in May. Election of Representative Council members shall take place before the first Representative Council meeting of the new year.
- Section 11 All members must be provided with the opportunity to vote by secret ballot.
- Section 12 If only one candidate has been declared after the close of nominations, the Representative Council may vote to waive the ballot and elect the lone candidate by acclamation. If no candidate has been declared for a seat, then the ballot shall be automatically waived for that seat. If the seat is still open after a special election, the President has the discretion to appoint representation for the impacted members.
- Section 13 If the Elections Committee is unable to get a candidate from a particular Executive Board seat, then at-large nominations shall be sought to represent that grade level seat. Voting for these at-large candidates shall be confined to members at the grade level of the nominee. If no candidates come forward, the seat shall be declared vacant.

- Section 14 The Elections Committee duties shall be to:
1. Ensure that all Association election rules and timelines are followed.
  2. Establish, develop, and carry out election timelines and procedures.
  3. Prepare ballots for elections.
  4. Count the ballots and certify the results.
  5. Process initial challenges.

#### **ARTICLE VII ~ COMMITTEES**

- Section 1 The President shall appoint such standing and special committees as may be deemed necessary and as approved by the Executive Board. Appointments to committees shall be for a term of one year unless otherwise specified by the Executive Board.
- Section 2 All Committee Chairpersons shall submit periodic reports to the Executive Board for transmittal to the Representative Council.

#### **ARTICLE VIII ~ CONTRACT NEGOTIATIONS**

- Section 1 The members of the Bargaining Team and such alternates as the Executive Board deems necessary shall be appointed by the President and ratified by the Executive Board.
- Section 2 The Executive Board shall adopt procedure for selection of Bargaining Team members, including terms of office and criteria for appointment.
- Section 3 Vacancies created by resignation or temporary inability to serve shall be filled by the Executive Board from the list of alternates.
- Section 4 The Executive Board, by a two-thirds (2/3rds) majority, may remove a member of the Bargaining Team and appoint a replacement from the list of alternates.
- Section 5 The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
- Section 6 The responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Board, subject to policies established by the membership.
- Section 7 Employees in the bargaining unit shall be surveyed to determine the contents of

the proposed contract demands, and the contract proposal shall be approved by the Association members in the unit through the Representative Council.

- Section 8 The Bargaining Team shall report its activities to the *Executive* Board in such form and with such frequency as the *Executive* Board may require.
- Section 9 The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- Section 10 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 members in the bargaining unit, unless such ratification shall have been waived or otherwise delegated by that membership.

#### ARTICLE IX ~ GRIEVANCE PANEL

- Section 1 Members of the Grievance Panel shall be appointed by the President and ratified by the Executive Board.
- Section 2 The Grievance Panel shall be responsible for implementing the Association's grievance program. It shall:
- a. Provide representation to assist members of the bargaining unit in processing grievances.
  - b. Represent the Association at grievance proceedings whenever a member of the bargaining unit is processing a grievance without the assistance of the association.
  - c. Make recommendations to the Executive Board regarding the operation of the grievance program.
  - d. Provide training for handling grievances.
  - e. Regularly evaluate the Association's grievance policies and procedures.

#### ARTICLE X ~ ASSOCIATION BUDGET AND FINANCES

- Section 1 The Association Finance Committee, with the President, shall submit to the Executive Board a preliminary budget for the next fiscal year at its May meeting. The annual budget shall be adopted at the May meeting of the Representative Council to become effective on September 1. Changes in the budget may be

made at any regular Representative Council meeting.

Section 2 Budgeted amounts shall not be exceeded unless approved by the Executive Board.

Section 3 All checks of the Association shall be approved by any two of the following: President, Vice-President, Treasurer, and /or Executive Director.

Section 4 The Executive Board is, by this article, authorized to borrow money, execute contracts, and make other agreements necessary to execute the policies, discharge the obligations, and provide for the efficient conduct of the business of the corporation.

#### ARTICLE XI ~ **AMENDMENTS**

Section 1 Amendments to the by-laws of this Association may be proposed by a majority vote of the Representative Council members present at any regular meeting or by a petition signed by 20% of the membership.

Section 2 Proposed amendments to the by-laws of this Association shall be posted in each building at least ten (10) school days prior to voting on them. The said proposed amendments shall be submitted by ballot to the Association membership and the amendments to the by-laws shall be ratified if approved by a majority vote of the members of the Association. The proposed amendments to the by-laws, if approved by a majority vote of the members of the Association, shall go into effect immediately unless the amendment specifies another date.

#### ARTICLE XII ~ **PARLIAMENTARY AUTHORITY**

Section 1 The Association will use Consensus Decision Making to direct meetings of the Association unless a representative dissents to a motion on the floor. In the event of dissent, the motion shall be governed by Robert's Rules of Order.

Section 2 *Robert's Rules of Order, Newly-revised, latest edition*, shall be authority on parliamentary law and procedure in the event a representative dissents on a motion. Robert's Rules will also be used for all formal motions regarding Association finances, elections, ratifications, opening & closing of meetings, and adoption of minutes.