



STANDING RULES

ASSOCIATED POMONA TEACHERS

(Revised April 2021)

STANDING RULE I – BUDGET AND FINANCE

- A. Fiscal Year and Audit
 1. The fiscal year of the Association shall be from September 1 through August 31.
 2. The accounts and other financial records of the Association shall be audited or reviewed annually by a Certified Public Accountant or accounting firm to be designated by the Executive Board.
 3. The Certified Public Accountant or accounting firm shall complete required tax returns, including 1099's if applicable.

- B. Budget Committee and Timelines
 1. The Executive Board will annually appoint a Budget Committee at the beginning of each year to include the Treasurer (Chair), President, and two (2) additional members of the Executive Board. The Office Administrative Assistant will be a resource to this Committee.
 2. The purpose of the Budget Committee is to coordinate the development of the budget, to make recommendations to the leadership on potential adjustments to the budget and to monitor budgeted expenses against actual expenses.
 3. The Budget Committee shall propose a budget for the upcoming school year to the Executive Board for approval no later than April of each year.
 4. The Representative Council shall adopt the annual budget of the Association on or before the first meeting of the school year.
 5. A Year-End Treasurers Report (Income Statement and Balance Sheet) shall be approved by the Executive Board and signed and certified for its accuracy by the President and Treasurer, within 60 days of the fiscal year-end pursuant to PERB regulations.

6. The Year-End Treasurers Report should be provided by the October Representative Council meeting of the school year.

C. Budget Policies

1. There shall be no more than four (4) check signers on the bank account, to include at a minimum the President, Treasurer and Secretary and one additional signer.
2. There shall be a dual signature policy for all disbursements.
3. The budget will be categorized as may be deemed advisable by the Executive Board.
4. Expenditures not covered by the budget shall require prior approval of the Executive Board.
5. To ensure that there are checks and balances built into the budget process, the President and Treasurer shall review, and the President shall approve all disbursements prior to payment, and both shall monitor deposits.
6. The Treasurer shall review the bank reconciliation along with the bank statement and match the cleared checks with what is on the QuickBooks. The Treasurer should document the review with a signature on the bank statement.
7. The President shall also review the completed reconciliation, along with the bank statement. The President should document the review with a signature on the reconciliation.
8. The Treasurer shall provide and present a Treasurer's Report of the revenue and disbursement of funds at regular Executive Board meetings, to include but not be limited to, the Budget vs. Actual Report, Check Register, and Reconciliation Summary.
9. The Treasurer shall provide and present the Budget vs. Actual Report at regular Representative Council Meetings.
10. 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 Board.
11. If it is predicted that expenses will exceed revenue, the Executive Board may balance the budget by reallocating budget dollars among the various programs,

cutting back on certain programs during the current year, or utilize reserves (on an exception basis).

12. Not more than \$150 of allocated funds may be maintained in the form of petty cash. Only the APT President and Treasurer may distribute or authorize distribution of funds from petty cash. Any individual receiving petty cash shall sign a voucher stating the amount and purpose of the withdrawal. After making a purchase, the individual shall submit a receipt and return any remaining cash to the APT office staff.
13. Gift cards may only be used if it falls within a budgeted category. Receipts must be provided for all gift cards. The minutes taken where gift cards are distributed must include the purpose of the gift card and the recipient's name. Gift cards over \$50.00 must be approved in advance by the Executive Board.
14. It is strongly recommended that if there is a cash reserve balance greater than the FDIC or NCUA insurance limit (currently at \$250,000,) the overage of all uninsured funds should be transferred to another like kind insured financial institution.
15. Approval by the President and Treasurer shall be sufficient to pay the salary of employees of the Association in accordance with the terms of their employment.
16. The President or the Treasurer shall review the payroll on a timely basis.

D. Stipends

1. Stipends may be included in the budget subject to approval by the Executive Board and IRS Regulations.
 - i. Website Coordinator: A stipend, in an amount approved by the Executive Board, shall be paid in two installments, December 15 and May 15.
 - ii. President's Summer Stipend: A stipend, in an amount approved by the Executive Board, shall be paid to the President in two installments for the months of June and July.
 - a. If the President does not work the full number of days, payment shall be paid proportionate to the number of days actually worked.
 - b. The President's summer stipend shall include work from June 1- June 30, and July 1-July 31.

- c. The President shall submit a monthly timesheet on a timely basis documenting the dates and hours worked each month to the Treasurer, subject to review by the Executive Board upon request.
- d. Due to the President's status in a full-time release position, the summer stipend payroll may be processed by the CTA Payroll Department.

STANDING RULE II -TRAVEL AND OTHER EXPENSES

The rules governing the control and payment of travel and other necessary expenses of the Association, Officers, Area Organizers, employees, and other delegates to conventions may be duly authorized by the Association as follows:

A. Travel Expense

1. Airplane – actual, most economical coach fare (with receipt/proof).
2. Train or Bus – actual fare; railroad fare may include lower berth, roomette or equivalent.
3. Auto – at the rate set by the Internal Revenue Service (IRS) for the current year. If automobile travel is used in preference to air travel, maximum reimbursement will be the cost of the lowest available coach airfare or the actual mileage as set by the IRS, whichever is lower.
4. Airport Shuttle – cost of airport shuttles to and from the meeting site. Taxi or ride share shall be reimbursed only when no other “safe” form of transportation is available.
5. Cost of taxi or ride share from home to airport and airport to home.

B. Lodging

1. Hotel expenses are limited to the number of nights of the workshop or conference being held. Additional nights, not to exceed two (2), is allowed for local NEA RA Delegates, taking into consideration that arrival and

departure might make it difficult for participants to arrive on time and leave right after the end of the conference.

2. As a practice, APT will pay for rate of double occupancy. If a single room is requested (and available), the participant shall pay the difference between the double occupancy and single occupancy rate. Extenuating circumstances require advance approval of the Executive Board.
3. Personal charges such as laundry, valet, health club fees, hotel phone calls, entertainment, hotel in-room snacks and beverages are not reimbursable.
4. Reasonable amounts for tips are permitted per CTA guidelines.
5. Parking – actual cost of airport and/or hotel self-parking will be reimbursed.

B. Meals

1. Daily and individual meal reimbursement is in accordance with CTA guidelines.
2. Reimbursements are not allowed when a meal is already paid for and provided by APT, CTA, NEA or Service Center Council.
3. Maximum tip percentage is per CTA guidelines.
4. Claims for Reimbursement shall be submitted to the APT Office, within thirty (30) days of the conclusion of the workshop or conference on an APT designated expense form, itemizing actual necessary expenses, and inclusive of all receipts.

STANDING RULE III – CREDIT CARD POLICY

- A. It is APT's policy to comply with the Internal Revenue Service regulations by accounting for ordinary, necessary, and reasonable expenses on a timely basis.
- B. A credit card may only be issued to the APT President with approval of the Executive Board.

- C. Expenses must reflect a valid APT business connection. It is not to be used for CTA, SCC or NEA business. No conference expenses may be charged to the credit card except for extenuating circumstances approved by the President.
- D. Cardholder must sign a credit card agreement acknowledging this policy and that it is to be used for APT related business purposes only.
- E. Accounting of expenses must be submitted within thirty (30) days of the close of the month the charge was incurred. At the end of sixty (60) days the card can be cancelled if no report has been submitted. At the end of ninety (90) days, the amount expended can be added to compensation with the appropriate taxes withheld.
- F. Cardholders are required to have on file an IRS Form W-9 to be able to report imputed income to the IRS for non-compliance.
- G. In all cases of misuse, APT reserves the right to recover any monies from the cardholder.
- H. Original receipts must be provided for all expenses submitted.
- I. Charges incurred shall only be made by the person whose name is on the card, or at the direction of the President, for the purpose of office operations and administration.
- J. The credit card may not be used to obtain cash advances.
- K. The monthly credit limit shall be \$1500 unless advance approval by the Executive Board to exceed this limit is granted.
- L. The President and Treasurer should thoroughly review each month's credit card expenses and match the receipts with the charges.
- M. Both Associated Pomona Teachers name, and the cardholder's name shall be embossed on the corporate card.
- N. Lost or stolen credit cards must be reported immediately. The Administrative Assistant will then be directed to cancel the card.
- O. Prior to departure or termination of duties, the cardholder must ensure his/her account is settled prior to departure and the card surrendered.
- P. Infraction of the conditions of this policy can result in the withdrawal of privileges and may lead to action against the cardholder.

STANDING RULE IV – EMPLOYMENT OF OFFICE STAFF

- A. APT may enter into an employment agreement to hire an Administrative Assistant to perform administrative and support functions.
- B. The employment agreement shall include regular expected work hours per week, salary, pay dates and job responsibilities.
- C. The employer will pay the employee at least twice a month (per CA Labor Code Section 204), withhold federal and state income taxes, withhold and pay Social Security and Medicare taxes, pay unemployment taxes, and pay state disability and worker's compensation insurance.
- D. Other benefits, such as paid vacation and sick leave, health and welfare benefits, retirement benefits, 401(k) plan, group life insurance and accidental death and dismemberment, and additional leaves of absences may be included in the employment agreement.
- E. The employee must have a signed and completed IRS Form W-4 (Employee's Withholding Allowance Certificate) on file.
- F. The employee must have a signed and completed Form I-9 (Employment Eligibility Verification) on file.
- G. The employer shall report on IRS Form W-2 the annual wage and other required payroll information.
- H. Payroll shall be outsourced to an established entity that specializes in payroll processing. The payroll agreement should be comprehensive and include the filing of all applicable payroll tax forms with federal and state regulatory agencies.
- I. The employee will be required to record their daily work hours on a bi-weekly basis.
- J. The employer shall review and approve time sheets on a bi-weekly basis.
- K. The employee's immediate supervisor shall be the APT president, or designee.
- L. The employment agreement shall include the term, a performance review, and evaluation process.
- M. Changes to the employment agreement including employee's salary and working conditions, including termination, must be approved by the Executive Board, following applicable law and due process.
- N. The employee will not share confidential information to outside parties.

STANDING RULE V – OFFICERS AND AREA ORGANIZERS

- A. There shall be five (5) APT Officers – President, Vice President, 2nd Vice President, Secretary and Treasurer. Officers are elected during the odd numbered years.
- B. There shall be nine (9) Area Organizers.
 - 1. High School Area 1, Elementary School Area 1 North, Elementary Area 3 West are elected during the odd numbered years.
 - 2. High School Area 2, Middle School Area, Elementary School Area 2 East, Elementary School Area 4 South, Child Development and Support Services, and Member at Large are elected during the even numbered years.
- C. Elections for Officers and Area Organizers shall be conducted in April of the designated election cycle.
- D. Elections shall comply with the most recent CTA Requirements for Chapter Election Procedures.
- E. The President-Elect may, following the annual elections, call a meeting of the Board-Elect, to plan for the coming year.
- F. Area Organizers shall represent the membership as follows:

Member At Large

High School Area 1

Diamond Ranch

Garey

SEEO

Village Academy

ROP (effective the 2022 election)

High School Area 2

Ganesha

Park West/PAS

Pomona

Adult and Career Education

Middle School Area

Emerson
Fremont
Lorbeer
Marshall
Palomares
Simons

Elementary School Area 1 North

Allison
Barfield
Cortez
Harrison
Lincoln
Montvue
San Jose
La Verne Charter

Elementary School Area 2 East

Alcott
Kingsley
Madison
San Antonio
Washington
Westmont

Elementary School Area 3 West

Arroyo
Kellogg
Lopez
Roosevelt
Vejar

Elementary School Area 4 South

Armstrong
Decker
Diamond Point
Golden Springs
Lexington
Pantera
Philadelphia
Ranch Hills

Child Development and Support Services

Special Education Itinerants
ROP
Child Development
Health Services
School Mental Health Services
Educational Services

- G. Effective the 2022 election, the Member-At-Large position will be eliminated.
- H. Effective the 2022 election, the Child Development and Support Services position will be eliminated and replaced with:

Itinerants/Counselors/Nurses

Child Development/Educational Services

Nurses

Early Head Start Center Base

Counselors

Early Head Start Home Base

School Psychologists

Pre-K, Resource

Speech and Language Pathologists

Teacher Specialists

Deaf and Hard of Hearing Specialists

Release Teachers

Inclusion Specialists

Teachers on Special Assignment

Program Specialists

Academic Coaches

Adapted PE Specialists

Special Education Itinerants

STANDING RULE VI – COMMITTEES

- A. The President shall appoint all chairpersons and members of committees with approval by the Executive Board, at the beginning of each school year.
- B. Prior to taking action on Association business items, whenever possible, the Executive Board should seek the research and recommendations of appropriate committees.
- C. The APT Standing Committees may include, but not be limited to:
 - 1) Bargaining Team
 - 2) Grievance Committee
 - 3) Political Action Committee
 - 4) Organizing Committee

- 5) Elections Committee
- 6) Community Action Committee
- 7) Bylaws Committee
- 8) Budget Committee
- 9) Dual Language Immersion Committee
- 10) Insurance Committee
- 11) Human Rights Committee
- 12) Social Committee
- 13) Child Development Committee
- 14) Equity and Human Rights Committee
- 15) Instructional and Professional Development Committee
- 16) Kindergarten Committee
- 17) Membership Engagement Committee
- 18) Special Education Committee
- 19) Counselors' Committee

STANDING RULE VII – COLLECTIVE BARGAINING

A. Bargaining Team

1. The Core Bargaining Team shall be composed of four to seven members.
2. Alternate Bargaining Team Members may also be considered in case of a vacancy on the Bargaining Team.
3. Support Staff Professional members of the team shall include representatives from Child Development, Speech Language Pathologists, Nurses, Counselors, School Psychologists, and Special Education Teachers and Support Staff. These members will participate in bargaining when their specific issues are addressed. They will also act as a resource to the Core Bargaining Team as alternates.

4. Per recommendation from the President and approval by the Executive Board, Bargaining Team members shall serve one-year terms and shall be eligible for reappointment.
5. Bargaining Team members serve at the discretion of the Executive Board.
6. The President shall be the liaison to the Bargaining Team from the Executive Board. The President shall be the Association spokesperson to the community and to the membership.
7. Representatives of the Bargaining Team may serve as liaisons to the Grievance Committee and the Organizing Committee.

B. Operational Guidelines

1. Bargaining Input
 - i. The Executive Board, upon consultation with the Bargaining Team, shall survey the membership-at-large for recommendations and suggestions.
 - ii. Established APT committees may submit recommendations to the Executive Board.
 - iii. Faculty Representatives may bring to the Representative Council bargaining ideas from their worksites.
2. The Executive Board shall establish parameters prior to meeting with the District.
3. The Bargaining Team is authorized to reach the best possible agreement within the parameters set by the Executive Board including the authority to make counterproposals and reach satisfactory compromise.
4. The Representative Council will approve the general bargaining goals including sun shining and ratification timelines.
5. The Bargaining Team is responsible for keeping the Association leadership informed of the progress of negotiations.
6. The President will provide regular updates to the membership regarding the status of negotiations.
7. The Bargaining Chairperson shall establish dates for meetings of the Bargaining Team and shall chair team meetings and caucuses.
8. When possible, bargaining dates should not conflict with Executive Board and Representative Council meeting dates.

C. Procedures for Ratification

1. Any tentative agreement reached with the District is dependent upon ratification by the active membership.
2. The President shall distribute a summary of the tentative agreement to the membership.
3. Ratification should be preceded by recommendations by the Bargaining Team, the Executive Board, and the Representative Council.
4. The President shall convene a general membership meeting to discuss the agreement. No action will be taken at this informational meeting.
5. Ratification of the tentative agreement shall be by secret ballot election no later than ten (10) working days after the general membership meeting.
6. The ratification ballot shall provide members with the choice to vote the tentative agreement up or down.
7. Memorandum of Understandings (MOU's)/Side Letters of Agreement should be ratified by the membership except those that affect only a small portion of the membership, such as settlements to grievances and litigation.

STANDING RULE VIII – GRIEVANCE PROCEDURES

A. Grievance Committee

1. The Grievance Committee is responsible for implementing the grievance program. Representatives of the Grievance Committee assist Faculty Representatives and/or unit members in processing grievances.
2. The Grievance Committee shall be comprised of a Grievance Chair, Vice- Chair and a minimum of three additional members who are not elected Executive Board members.
3. The Grievance Committee shall:
 - i. keep the Executive Board informed of formal grievances at Level 2 or higher on a regular basis.

- ii. carefully consider the merits of each grievance and make recommendations to the Executive Board regarding the submission of grievances to arbitration.
- iii. consult with the Organizing Team with regards to the efforts needed to support grievance efforts.
- iv. receive grievance training on an annual basis, pertaining to contract, policies, laws and regulations.
- v. evaluate potential grievances and observe timelines in processing grievances.
- vi. assist CTA staff in completing “CTA Crisis Assistance Panel-Arbitration Participation Fund” form.
- vii. develop, secure and maintain grievance forms and records.
- viii. prior to “sunshining” the Association’s initial proposal to the District, consult with the Executive Board and Bargaining Team about grievances filed during the duration of the contract and issues not grievable, but that should be considered.
- ix. participate in meetings and activities in support of the grievance process.
- x. upon request, represent a grievant in meetings with the District.

B. Grievances

1. Unit members desiring to file a grievance should initially review the procedures outlined in the Collective Bargaining Agreement to ensure that the timelines specified are being followed. They should immediately contact the site representative and/or member of the Grievance Committee.
2. Upon request, the Association shall provide continual assistance to unit members throughout the pre-arbitration levels of the grievance procedure.
3. The site representative may recommend the grievant meet with a member of the Grievance Committee or with the entire committee if deemed appropriate for further guidance.

C. Arbitrations

1. All decisions to take grievances recommended for arbitration reside with the Executive Board.
2. If a case is presented to the Executive Board and the Board votes against taking the case to arbitration, the grievant may submit a written request for an appeal.
3. The appeal process will include the unit member presenting the grievance to the Executive Board in Executive Session. The rationale for the Executive Board's decision will also be presented. A majority vote of the Executive Board will determine if the grievance is moved, on appeal, to arbitration.
4. CTA Staff should provide consultation to the Executive Board and present the criteria necessary as to whether or not a grievance should be considered for arbitration.

STANDING RULE IX – THE ASSOCIATED POMONA TEACHERS COMMITTEE FOR QUALITY LEADERSHIP

The Associated Pomona Teachers Committee for Quality Leadership (hereinafter "APT PAC") will advocate on behalf of the professional needs of APT members serving in the local community. It will support candidates, and support or oppose ballot measures that support the goals and objectives of APT. Additionally, it will support membership education and participation in achieving the political goals of the Association.

- A. Funding of the APT PAC is voluntary. A voluntary amount of up to \$4 per member per month will be placed in the APT PAC account. These monies will remain segregated from the APT general membership account(s). Members choosing not to contribute to the APT PAC must fill out a form annually to divert the \$4 contribution back to the APT General Fund. Members will have until the last workday in September to return the completed form to the APT office by 5:00 pm if they choose to not contribute to the APT PAC.
- B. The Political Action Committee will develop a budget for each political campaign requiring use of PAC funds. The Treasurer shall submit the budget to the Executive Board for approval to fund the recommended Campaign Plan.

- C. PAC funds shall only be spent on local ballot measures or local candidate elections in accord with the regulations governing the Candidates PAC and the Issues PAC; and in support of candidates or issues recommended by APT.
- D. Two signatures are required on all PAC checks. The PAC Chair and Treasurer shall be the primary check signers.
- E. APT PAC Board shall consist of the APT Treasurer, PAC Chair, PAC Vice-Chair, and 3 additional members. A maximum of three (3) members may serve from the Executive Board.
- F. The APT Treasurer will be responsible for filing campaign reports to the appropriate agencies.
- G. School Board candidate recommendations shall be made as follows:
 - 1. In open races interviews shall be conducted by the PAC Committee. Every effort shall be made to interview viable candidates.
 - 2. Recommendations of the Interview Team shall be forwarded to the Executive Board for consideration.
 - 3. Upon approval of the Executive Board, recommendations shall be submitted to the Representative Council for approval with a 60% majority vote.
 - 4. The actual funding amount for candidates shall be approved by the Representative Council.
 - 5. After approval by the Representative Council, APT may issue letters or statements of support to the candidates for the purposes of press releases or member education.
- H. PAC Funds cannot be used to contribute to federal candidates. General funds may be used to communicate with APT members with a \$2000 reporting threshold per election. FEC report filing is mandatory.
- I. Local ballot initiative recommendations shall be made as follows:
 - 1. The Executive Board shall make a recommendation to the Representative Council with a 60% majority vote.
- J. State or National recommendations shall be made as follows:
 - 1. Recommendations consistent with CTA or NEA recommendations may be made by the Executive Board.

2. Recommendations that are in conflict with CTA or NEA recommendations, or in those races where there is no recommendation, require approval by the Representative Council with a 60% majority vote.
- K. The APT PAC may be dissolved at any time by the majority vote of the Executive Board followed by a 2/3 vote of the Representative Council. In the event of such a dissolution, all funds contained in the APT PAC account shall be redirected to the general fund of APT in a manner consistent with laws and regulations.

STANDING RULE X – ELECTIONS

A. The Election Committee

1. The Election Committee Chairperson and at least two (2) additional members shall be appointed by the President and approved by the Executive Board at the beginning of each school year.
2. Election Committee members shall not be current members of the Executive Board.
3. Election Committee members shall not be a candidate(s) for office.
4. Election Committee members shall not be a member of a candidate's immediate family.
5. Election's training shall be scheduled with and conducted by The CTA Elections and Credentials Committee on a regular basis, not less than every three (3) years.

A. Electronic Voting

1. Subject to the approval by the Executive Board, electronic voting is permissible and shall comply with the annual CTA Requirements for Chapter Election Procedures.
2. Only CTA approved companies may be contracted for electronic voting.