

## SAN GORGONIO SERVICE CENTER COUNCIL

### RULES OF OPERATION

The Constitution, Bylaws, and Standing Rules of the San Gorgonio Service Center Council, as amended, shall serve as Rules of Operation for the Service Center Council. Such rules shall be subordinate to the Bylaws of CTA and the CTA-SCC Handbook.

February 1998 Proposed Revisions  
October 2001 Proposed Revisions  
December 2001 Revisions Adopted March 2002  
2007 Revisions Adopted March 2007  
2008 Revisions Adopted May 2008

## **SAN GORGONIO SERVICE CENTER COUNCIL**

### **CONSTITUTION**

#### **ARTICLE I – NAME**

The name of this organization shall be the San Gorgonio Service Center Council.

#### **ARTICLE II – PURPOSE**

The purpose of this organization shall be to act as a representative coordinating body for local Associations in the furtherance of the professional goals of the California Teachers Association and the National Education Association.

#### **ARTICLE III – AFFILIATION**

The San Gorgonio Service Center Council shall be a coordinating agency of the California Teachers Association.

#### **ARTICLE IV – MEMBERSHIP**

Section 1. All Associations affiliated with the California Teachers Association and the National Education Association, within the prescribed area, as determined by CTA, shall be members of the San Gorgonio Service Center Council.

Section 2. The San Gorgonio Service Center Council shall accept petitions for membership of Associations not in the prescribed area, by a two-thirds vote of the Steering Committee of the San Gorgonio Service Center Council and approved by a majority vote of the Service Center Council present.

#### **ARTICLE V – OFFICERS**

The officers shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer that shall be current members of their local chapters, California Teachers Association and the National Education Association during their term of office.

#### **ARTICLE VI – SERVICE CENTER COUNCIL**

The business of this San Gorgonio Service Center Council shall be conducted by a Service Center Council of those named in Article I, Section I of the Bylaws.

#### **ARTICLE VII – STEERING COMMITTEE**

There shall be a Steering Committee as provided for in the Bylaws of this Service Center Council.

## **ARTICLE VIII – MEETINGS**

Section 1. Regular meetings of the Service Center Council shall be held as provided for in the Bylaws of this San Gorgonio Service Center Council.

Section 2. Meetings of the Steering Committee and special meetings of the Service Center Council may be called as provided for in the Bylaws of this San Gorgonio Service Center Council.

Section 3. The Steering Committee or the Service Center Council shall approve meetings of standing committees and special committees.

## **ARTICLE IX – COMMITTEES**

Section 1. There shall be Standing Committees as specified in the Bylaws.

Section 2. There shall be Special Committees as specified in the Bylaws.

Section 3. The manner of the selection of the chairman and the members of the committee is specified in the Bylaws.

## **ARTICLE X – AMENDMENTS**

This constitution may be amended as follows:

- A. The proposed amendment shall be presented in writing at a regularly scheduled meeting of the Service Center Council.
- B. The amendment shall be sent to each Chapter within ten (10) days following the Service Center Council meeting.
- C. The proposed amendment shall be voted on at the next regular Service Center Council meeting.
- D. A two-thirds vote of the Service Center Council present shall be needed for adoption of the proposed amendment.

## **ARTICLE XI – REFERENDUM AND RECALL**

There shall be the right of Referendum and Recall as provided for in the Bylaws.

## **ARTICLE XII – RATIFICATION OF CONSTITUTIONAL AMENDMENTS**

The Constitution and amendments shall be ratified by a two-thirds majority of the Service Center Council members present at the Service Center Council Meeting.

Amendments shall be proposed at one Service Center Council meeting and ratified at the subsequent one.

## SAN GORGONIO SERVICE CENTER COUNCIL

### BYLAWS

#### ARTICLE I – REPRESENTATION

Section 1. Each member association, as described in the Constitution, Article IV, shall be represented by two members: the local association President or his/her designee, and one other to be selected by the local association. All State Council members from chapters in the Service Center Council area, CTA and NEA Board members from the Service Center Council area, members of Standing Committees of CTA or NEA from the Service Center Council area, and members of the Steering Committee shall also be members of the Service Center Council.

Section 2. Representatives to the San Gorgonio Service Center Council shall be, and remain, currently paid-up members of the United Education Profession.

Section 3. Staff of local chapters may be ex-officio, non-voting members of the Service Center Council.

Section 4. CTA-Retired, Student CTA units, the California Faculty Association, and the California Community Association in the area served by the Service Center may designate ex-officio, non-voting members to the Service Center Council, apportionment of representation subject to the approval of the Service Center Council.

#### ARTICLE II - MEETINGS

Section 1. The number, location, time, and dates of the San Gorgonio Service Center Council meetings shall be set by the Steering Committee.

Section 2. Special meetings of the Service Center Council may be called for a specific purpose by the Chairperson, or upon petition of ten percent of the Service Center Council, and upon proper notification of all members of the Service Center Council.

Section 3. Service Center Council shall meet prior to each State Council meeting.

#### ARTICLE III – ELECTIONS

Section 1. DECLARATIONS OF CANDIDACY FOR STEERING COMMITTEE

Declarations of candidacy shall be received in writing no later than one week prior to the third regularly schedule Service Center Council meeting.

- a) A slate of candidates shall be presented to the Service Center Council at the third meeting;

- c) Candidates to the office of chairperson shall have served on the Service Center Council;
- d) Nominations may be made from the floor.

#### **ARTICLE IV - ELECTIONS COMMITTEE**

- a) The Elections Committee shall be appointed by the Chairperson and ratified by the Steering Committee. Any San Gorgonio Service Center member who serves on the CTA Elections Committee is also a member of the SGSCC Elections Committee. One member shall be appointed from each directorial district.
- b) An Elections Committee shall conduct the election of officers by secret ballot at the third regularly scheduled meeting of this Service Center Council.
- c) For any vacancy occurring in a State Council multiple group or alternate position, an election shall be conducted by the Service Center Council.
- d) The State NEA-RA delegate election shall be conducted by the Service Center Council.

#### **ARTICLE V – TERMS AND DUTIES OF OFFICERS**

Section 1. Officers shall be elected for a term of one year and shall be eligible for reelection. They shall assume the duties of their respective offices on June 26 following their installation. A Director or Executive Officer must be a member of this Service Center Council during his/her term of office. Membership in this Service Center Council shall mean that the person is one or more of the following:

- a) a member of State Council representing a local, or a multiple, that is a member of this San Gorgonio Service Center Council; or
- b) the President of a local that is a member of San Gorgonio Service Center Council; or
- c) the designee of the President of a local that is a member of San Gorgonio Service Center Council; or
- d) the chapter representative of a chapter that is a member of this San Gorgonio Service Center Council; or
- e) member of the Steering Committee

No officer may serve in any one office for more than four (4) consecutive years.

Section 2. Installation of officers shall be conducted at the last regularly scheduled Service Center Council meeting of the year.

Section 3. Vacancies occurring shall be filled by the Steering Committee and ratified by the Service Center Council. Appointees shall hold office until the next regular election.

Section 4. The Chairperson shall open each meeting, prepare the agenda, and in every way endeavor to promote the interests and purposes of the Service Center Council. He/She shall familiarize himself/herself with the Constitution and Bylaws of the Service Center Council, the CTA and the NEA. He/She shall be an ex-officio member of all committees, and shall call meetings of the Steering Committee, suggest policies and plans for all standing and special committees, and present nominees to the Steering Committee when vacancies occur.

Section 5. The Vice-Chairperson shall serve as assistant to the Chairperson in all duties of the Chairperson, and shall assume the duties of the Chairperson in the absence of the Chairperson. The Vice-Chairperson shall serve as an ex-officio member of all committees. He/She shall act as Election liaison for Service Center Council related elections.

Section 6. The Secretary shall keep an accurate record of the proceedings of each Service Center Council and Steering Committee meeting and maintain a roster of Service Center Council membership. After each meeting of the Service Center Council, the Secretary will furnish the Chairperson a written statement of actions taken and activities carried. The Secretary shall carry on correspondence pertaining to the affairs of the Service Center Council, as directed by the Chairperson.

Section 7. The Treasurer shall receive all funds belonging to the Service Center Council, payout such funds upon orders from the Steering Committee, keep an itemized account of receipts and expenditures, chair the Budget Committee, and provide a report of the Service Center Council's financial status to the membership at each regular meeting. The financial records of the San Gorgonio Service Center Council shall be audited annually by a certified public accountant or a committee of the Service Center Council appointed by the Chairperson and ratified by the Steering Committee.

## **ARTICLE VI – THE STEERING COMMITTEE**

Section 1. The Steering Committee shall be composed of the officers of the Service Center Council and six directors, elected at large, one from each of the following areas:

- a) SWEAT: Temecula, Menifee, Murrieta, Lake Elsinore, Hemet, San Jacinto.
- b) Metro: SBTA, Rialto, Redlands, Redlands ESP, Yucaipa-Calimesa, Jurupa, Riverside, Alvord, Colton, Fontana, Corona-Norco, Moreno Valley.

- c) SBRAP: Perris Elementary, Perris Secondary, Nuview, Romoland, Val Verde, Banning, Beaumont, Rim of the World, Bear Valley, SBCOE, RCOE.
- d) Low Desert: Palm Springs, Desert Sands, Coachella, Desert Center, Morongo, Palo Verde
- e) Minority At Large
- f) ESP At Large

No Director may serve in any one office for more than four (4) years.

The CTA and NEA Board member(s) and CTA/ABC member(s) from the Service Center Council area, SGSCC Minority-At-Large State Council member, and Immediate Past Chair, shall be ex-officio members of the Service Center Council and Steering Committee with full voting rights.

Section 2. The Steering Committee shall meet upon call of the Chairperson, or upon request of three members of the Steering Committee, and upon proper notification of all members.

Section 3. The duties of the Steering Committee shall be to act upon matters of business which arise between the regular meetings of the Service Center Council, to make recommendations to be acted upon by the Service Center Council, to fill vacancies which may arise between regularly scheduled meetings, to recommend appointments, and to propose the budget and the calendar.

Section 4. Steering Committee members elected by the service center council are expected to attend all steering committee and service center council meetings. Upon two consecutive absences, without prior notification to the Chair, the position shall be declared vacant.

**ARTICLE VII - COMMITTEES AND DUTIES**

Sections 1. The Steering Committee shall designate and the Service Center Council shall ratify the Standing Committees to be formed each year.

- a) Each Standing Committee chairperson shall be appointed by the Chair and approved by the Steering Committee.
- b) The work of Standing Committees shall complement that of State Council Committees.

Section 2. Each San Gorgonio Service Center Council Committee will meet and discuss issues related to appropriate State Council committees and issues and needs of local associations. Committees will also provide training as needed or required for local representatives.

Section 3. Special committees shall be designated by the Chairperson and ratified by the Steering Committee on an as-needed basis. Special committees are short in duration and created for a specific purpose.

**CORRESPONDING COMMITTEES**

<b>SERVICE CENTER COUNCIL COMMITTEES</b>	<b>CTA STATE COUNCIL COMMITTEES</b>
Communications	Communications
Elections	Elections
Grievance and Member Rights	Professional Rights & Responsibilities
	Representation
	School Safety / School Management
	Student Support Services
	Teacher Evaluation & Academic Freedom
Human and Civil Rights	Civil Rights in Education
Instruction & Professional Development	Alternative & Career Technical Education
	Assessment & Testing
	Credentials & Professional Development
	Early Childhood Education
	Language Acquisition
	Special Education
Negotiations	Budget
	Negotiations
	Financing Public Education
Political Involvement	Political Involvement
	State Legislation
Retirement	Retirement

**ARTICLE VIII – BUDGET**

The annual budget for the upcoming fiscal year shall be adopted each year by the Service Center Council at the first regularly scheduled meeting of the year.

**ARTICLE IX – FUNCTION**

The function of the San Geronio Service Center Council shall be as set forth in the current CTA Bylaws relating to Service Center Councils.

## **ARTICLE X – AMENDMENT PROCEDURE**

Section 1. The Bylaws may be amended as follows:

- a) the proposed amendment shall be presented in writing at a regular meeting of the Service Center Council;
- b) the proposed amendment shall be voted upon at the next regular meeting;
- c) a majority vote of the Service Center Council present shall be needed for adoption of the proposed amendment;
- d) the amendment shall become effective immediately, unless the amendment specifies another date.

Section 2. A copy of the proposed amendment shall be provided to each local association and to each member of the Steering Committee with the first regular mailing following the Service Center Council meeting.

## **ARTICLE XI – REFERENDUM AND RECALL**

Section 1. A petition signed by twenty (20) percent of the Service Center Council shall be necessary to bring to the attention of the Council any initiative or referendum.

Section 2. A petition signed by twenty (20) percent of the Service Center Council shall be necessary to institute action to recall any officer of this Council.

Section 3. Every local Association shall have the right to recall any of its representatives to the San Gorgonio Service Center Council.

## **ARTICLE XII – STANDING RULES**

Steering Committee or the Service Center Council may adopt or amend the Standing Rules, to be ratified by the Service Center Council at a regularly scheduled meeting.

## **ARTICLE XIII – PARLIAMENTARY PROCEDURE**

All meetings of the Service Center Council and the Steering Committee shall be conducted according to Robert's Rules of Order, revised.

## SAN GORGONIO SERVICE CENTER COUNCIL

### STANDING RULES

#### STANDING RULE 1 – APPROVAL OF COMMITTEE EXPENDITURES

No Chairperson, Officer, or Committee member may use Committee budget funds for incurred conference expenses without application to, and prior approval of, the San Gorgonio Service Center Council Steering Committee. No person shall use release time that is charged to the Service Center Council without prior written consent of the Chair.

#### STANDING RULE 2 – VENDORS

Vendors endorsed by CTA and NEA are welcome to attend events sponsored by the San Gorgonio Service Center. Others of specific interest to the membership may be invited with the approval of the Steering Committee. Organizations in direct competition with CTA/NEA vendors will not be considered.

#### STANDING RULE 3 – SERVICE CENTER OPERATIONS

Section 1. An Audit Committee shall meet after the close of the fiscal year (September 1) to review the financial records of the San Gorgonio Service Center Council. The Committee shall prepare a report for presentation to the Steering Committee and the Service Center Council no later than the second meeting of each respective body.

Duties of the Audit Committee may include, but are not limited to:

- a) Obtain all bank statements, receipts, and check registers from the Treasurer.
- b) Reconcile registers and statements.
- c) Verify balances shown on records with bank balances.

Sections 2. The Steering Committee or Service Center Council budget shall include mileage and meal allowance at the CTA rate for each voting member per Service Center Council meeting.

Section 3. No individual expenditure exceeding budgeted allocation shall be reimbursed without approval of the Steering Committee prior to the expenditure.

#### STANDING RULE 4 – RECOMMENDATION PROCESS

Any member of the Service Center Council may move a Service Center recommendation for a candidate running for CTA/NEA office at the regularly scheduled Service Center meeting immediately prior to the State Council meeting at

which the election will be held. A candidate receiving 60% vote of the Council shall be the Service Center Council recommended candidate and shall be allowed to publicize that recommendation.

Any candidate or designee for CTA/NEA office will be allowed up to five (5) minutes to address the Service Center Council.

Any candidate or designee wishing to address the Service Center Council shall notify the Chairperson.

Any candidate from the San Geronio Service Center seeking the Service Center Council recommendation from CTA or NEA Executive Office shall notify the Chairperson by the third scheduled Service Center Council meeting up to two years prior to their announcement for candidacy. The candidate must show evidence of recommendation from at least three local associations. The candidate will be given an opportunity to address the Service Center Council at the third regularly scheduled meeting. Candidates