

OAK GROVE EDUCATORS ASSOCIATION/CTA/NEA

STANDING RULES

Rule 1 Purpose of Standing Rules

Rule 1-1: Standing Rules are the procedures that Oak Grove Educators Association employs in order to administer the business of the Association. The Standing Rules compliment, not contradict or supplant, the Bylaws.

Rule 1-2: Standing rules may be adopted or modified by a majority vote of the Executive Board. The amendments need to be ratified by the Representative Council.

Rule 2 Mission Statement

Rule 2-1: Through the unity of voice and democratic decision-making, Oak Grove Educators Association works to unite our professional colleagues and support innovative instruction for the benefit of all students and the community. We advocate for and are committed to quality public education. To these ends, we promote and defend the well-being of our members and the rights of our children.

Rule 3 Executive Board Meetings

Rule 3-1: Attendance

Rule 3-1.1: Board members shall sign their name on the roster.

Rule 3-1.2: Meetings will begin on time and follow the agenda. The meeting may be extended by a majority vote of the executive board.

Rule 3-1.3: Quorum is defined in the Association Bylaws.

Rule 3-2: Agenda

Rule 3-2.1: The order of the Agenda shall be: Call to Order, Adopt the Agenda with Flexibility, Approval of the Minutes, Committee Reports, State Council Report (if needed), Unfinished Business, New Business, Officer and Executive Director Reports, (including Representatives-at-Large), Comments and Concerns, Upcoming Events, Agenda Preparation for Rep Council, and Adjournment.

Rule 3-2.2: The President or his/her designee shall offer a proposed agenda to the Executive Board. All members of the body shall have an opportunity to add items to the proposed agenda. The Executive Board must adopt the agenda as a whole before business continues.

Rule 3-2.3: The President or their designee shall attempt to prioritize agenda items based on a limited number of topics that can be reasonably addressed.

Rule 3-2.4: Should the need arise to call an emergency Executive Board meeting, only the specific topic giving rise to the emergency meeting shall be offered on the proposed Agenda.

Rule 3-2.5: Committee Reports should be introduced in writing whenever possible.

Rule 3-3: Meeting Procedures

Rule 3-3.1: The proposed Agenda for an upcoming, scheduled meeting and the Minutes of the previous meeting are available to Board members one week before the scheduled meeting. The Minutes will be considered read after the meeting is called to order.

Rule 3-3.2: There will be no side conversations during the meeting.

Rule 3-3.3: The President or their designee may establish a time limit on agenda items for the specific purpose of moving the agenda. The time will be kept on a visible timing device.

Rule 3-3.4: When speaking to an issue, be brief and concise. Do not repeat what another Board member has said. Stay on topic.

Rule 3-3.5: All members shall have the opportunity to speak to an item before allowing a member to speak a second time.

Rule 3-3.6: Comments and Concerns: When speaking, identify the issue, who is involved, what has been done to-date, and by whom. Try to structure your comments by suggesting possible solutions to the issue. If a motion is suggested, it can be taken up as part of New Business.

Rule 3-3.7: When non-Executive Board members visit in order to request funding or make proposals, etc., that require action from the Board, said visitor(s) must leave after the request is made and questions are answered (as needed). The visitor(s) may not remain for discussion or vote. The President will later notify the visitor(s) of the Board's decision.

Rule 4 Representative Council Meetings

Rule 4-1: Attendance

Rule 4-1.1: Representatives and/or their elected alternates shall sign their name on the roster.

Rule 4-1.2: The meeting shall begin at 4:00 p.m.

Rule 4-1.3: Quorum is defined in the Association Bylaws.

Rule 4-2: Agenda

Rule 4-2.1: The Agenda may be comprised of: Call to Order, Norms and Procedures, Adopt the Agenda with Flexibility, Approval of the Minutes, Escalating Concerns and Shared Successes, Committee Reports, Topics for Discussion Only, Unfinished Business, New Business, Officer and Executive Director Reports, State Council, Upcoming Events, Awards, and Adjournment.

Rule 4-2.2: The President or their designee shall offer a proposed agenda to the Representative Council. All elected members of the body shall have an opportunity to add items to the proposed agenda. Non-elected members may place items on the proposed agenda only through their elected site representatives. The Representative Council must adopt the agenda as a whole before business continues.

Rule 4-2.3: Individuals or groups of people who are not part of our bargaining unit may be granted an opportunity to speak to the Representative Council by a majority vote of the council members in attendance.

Rule 4-3: Meeting Procedures

Rule 4-3.1: Each elected member of the Representative Council is entitled to one vote cast by using the voting cards (or virtual voting feature). Duly elected Alternates may vote in place of the regular site representative using the same procedure as long as the majority of the Representative Council seats them and they represent the same constituency as the regular site representative.

Rule 4-3.2: Any Association member may attend a meeting of the Representative Council, and would be permitted the right to speak if recognized. However, motions and voting privileges are reserved to the elected site representatives or their seated alternates.

Rule 4-3.3: The proposed Agenda for an upcoming scheduled meeting and the Minutes of the previous meeting are available to Representatives and Alternates one week before the scheduled meeting. The Minutes will be considered read after the meeting is Called to Order.

Rule 4-3.4: Escalating Concerns and Shared Successes A motion to Suspend the Rules for the purpose of extending the 15-minute time limit of *Escalating Concerns and Shared Successes* shall only be made from a duly elected representative on the floor of the Council. A two-thirds vote in the affirmative must be reached in order for the Motion to Suspend the Rules to carry.

Rule 4-3.5: Members elected as a State Council Representative to Multiple Groups shall serve as an *ex-officio*, non-voting member of the Representative Council.

Rule 4-3.6: There will be no side conversations during the meeting.

Rule 4-4: State Council Representative to Multiple Groups

Rule 4-4.1: Represent the Association(s) at the Council, having the authority commensurate with that responsibility.

Rule 4-4.2: Inform the Representative Council(s) of proposed actions and report policies, actions and activities of the California Teachers Association to the Representative Council(s) and Membership(s).

Rule 4-4.3: Perform duties and functions in accordance with provisions of the California Teachers Association.

Rule 4-4.4: Will not serve as an *ex-officio*, non-voting member of the Executive Board. However, the member(s) serving as State Council Representatives to Multiple Groups may be invited by the President to attend Executive Board meetings on an as-needed basis.

Rule 4-5: Any member who serves as a Standing Committee or *Ad Hoc* Committee Chair or who otherwise hold an elective CTA or NEA office and is not themselves an elected member of the Representative Council may attend the Representative Council meeting as an *ex-officio*, non-voting member.

Rule 4-6: Local Delegates to the NEA Representative Assembly

Rule 4-6.1: Represent the Association at the National Education Association Representative Assembly.

Rule 4-6.2: Inform the Representative Council and Membership of proposed actions and report key decisions following the annual NEA Representative Assembly.

Rule 4-6.3: Perform duties and functions in accordance with the provisions of the National Education Association.

- Rule 4-6.4: State Delegates elected to the NEA Representative Assembly who are Association members shall perform their role under CTA rules.
- Rule 4-7: Any member may request copies of the Representative Council Agenda and/or Minutes either from their Site Representatives or from the Chapter Office.
- Rule 4-8: OGEA Parliamentarian
- Rule 4-8.1: Starting in 2022 – 2023, the Representative Council may appoint a Parliamentarian as recommended by the President.
- Rule 4-8.2: The Parliamentarian can be a non-member of OGEA and could be either a member of CTA-NEA Retired or certified as a Parliamentarian by the National Association of Parliamentarians.
- Rule 4-8.3: The sole function of the OGEA Parliamentarian is to interpret and apply *Robert's Rules of Order – Newly Revised* at Executive Board and Representative Council meetings.
- Rule 4-9: Referrals from the Executive Board on Committee Appointments
- Rule 4-9.1: All Committee (Standing, *Ad Hoc* or Task Force) members, including Chairs, shall be presented to Representative Council as a referral motion to ratify from the Executive Board.
- Rule 4-9.2: A representative has the right to pull a name for separate consideration. Any name that is pulled will automatically be referred to the Executive Board for further consideration after receiving input from the representative. Consideration for the original member or an alternative name shall be presented as a referral motion to ratify from the Executive Board at the next regularly scheduled meeting of the Representative Council. This motion will not be debatable and shall be ratified by majority vote.
- Rule 4-9.3: The Committee Chairs and members not pulled shall be ratified by majority vote.

Rule 5 General Membership Meetings

- Rule 5-1: Attendance
- Rule 4-1.1: Members shall sign their name on the roster corresponding to their attendance area upon entering the meeting area.
- Rule 4-1.2: The meeting shall begin at a time determined by the Executive Board.
- Rule 4-1.3: Quorum is defined in the Association Bylaws.
- Rule 5-2: Agenda and Meeting Procedures will be developed consistent with the Association Bylaws.

Rule 6 Bylaw-defined Standing Committees

- Rule 6-1: Bargaining Team
- Rule 6-1.1: Composition
- Rule 6-1.1.a: The President shall appoint the Chair and the members of the Bargaining Team consistent with the provisions of the Bylaws.
- Rule 6-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 6-1.1.c: Changes in the composition of the Bargaining Team will follow the provisions of the Bylaws.
- Rule 6-1.2: Duties
- Rule 6-1.2.a: The Bargaining Team will meet at least one (1) time a month.
- Rule 6-1.2.b: The Bargaining Team may meet either to caucus or to negotiate at the table, or both, subject to the call of the Chair.
- Rule 6-1.2.c: A majority of the Bargaining Team needs to be present in order to conduct a caucus meeting or to negotiate. The Bargaining Team will not conduct business unless this threshold is met.
- Rule 6-1.2.d: The Bargaining Team will report to the President during and after each bargaining session as well as to produce a written report for dissemination to the membership. The Bargaining Team will report to the Executive Board after each bargaining session.
- Rule 6-1.2.e: The Bargaining Chair, along with any members of the Team if available, shall provide an in-person report to the Executive Board at every regularly scheduled meeting while negotiations are underway.
- Rule 6-1.2.f: The Executive Board will enter into Executive Session while the Bargaining Report is being presented. Executive Session means that no Minutes are taken and no notes are written by any members present at the meeting. Any actions required by the Executive Board must be transacted in Open Session after the completion of the Bargaining Team report.

Rule 6-1.2.g: The Bargaining Chair, along with any members of the Team, if available, shall provide an in-person report to the Representative Council at every regularly scheduled meeting while negotiations are underway. The meeting will be in Open Session. No information that is meant to be confidential for the purposes of reaching a tentative agreement shall be stated in Open Session.

Rule 6-1.3: Operating Procedures when reaching a Tentative Agreement

Rule 6-1.3.a.: The Bargaining Chair and Team shall make a formal presentation of the Tentative Agreement to the Executive Board. The Executive Board will consider a referral motion to the Representative Council indicating their support or opposition to the Tentative Agreement.

Rule 6-1.3.b: The Representative Council shall consider the referral motion from the Executive Board at either the next regularly scheduled meeting or at a Special Meeting. Once the motion is offered, the Bargaining Chair and Team will formally present the Tentative Agreement. The Representative Council will take action on the referral motion. The results of that vote, along with the Executive Board referral motion, will be presented on the ballot for the ratification vote of the membership.

Rule 6-1.4: Memorandum of Understanding/Side Letters of Agreement

Rule 6-1.4.a: When there is a very narrow scope of bargaining that necessitates the use of either a Memorandum of Understanding (M.O.U.) or Side Letter of Agreement (S.L.A.), the President shall inform the Executive Board and Representative Council of the intent to create this agreement without the Bargaining Team. Two signatures shall be required on an MOU or SLA. These signatures can include the president or designee and another member of the executive board or the appropriate chair.

Rule 6-1.4.b: Ratification of an M.O.U. or S.L.A. shall be accomplished by a majority vote of the Executive Board.

Rule 6-1.4.c: When the scope of bargaining is broad and necessary during the span of the 3-year CBA, the Bargaining Team shall conduct the negotiations and follow the same processes as outlined in Standing Rules 6-1.3.

Rule 6-2: Grievance Committee

Rule 6-2.1: Composition

Rule 6-2.1.a: The President shall appoint the Chair and the members of the Grievance Committee consistent with the provisions of the Bylaws.

Rule 6-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 6-2.1.c: Changes in the composition of the Grievance Committee will follow the provisions of the Bylaws.

Rule 6-2.2: Duties

Rule 6-2.2.a: To provide educational materials, resources, and support for unit members and Site Representatives regarding teacher rights or grievances.

Rule 6-2.2.b: To provide grievance and teacher rights training for Site Representatives.

Rule 6-2.2.c: To consider carefully the merits of each Level Two Grievance and to make recommendations to the Executive Board concerning whether or not to submit a grievance to arbitration.

Rule 6-2.2.d: To set standards or guidelines for filing a grievance.

Rule 6-2.2.e: To establish a filing system for grievance.

Rule 6-2.2.f: All committee members with voting rights on the committee shall be Active members of the Association.

Rule 6-2.3 Operating Procedures

Rule 6-2.3.a: The Grievance Committee shall meet monthly or as needed.

Rule 6-2.3.b: The Chair shall call a meeting upon receipt of a request from a grievant to submit a request for arbitration. Notes shall be kept as necessary.

Rule 6-2.3.c: The Grievance Committee will make recommendations to the Executive Board concerning the submission of a grievance to arbitration. The recommendation will be based on Association policy and advice of staff.

Rule 6-2.3.d: All Association grievances will be processed in a timely manner.

- Rule 6-2.3.e: All information will be kept in the strictest of confidence.
- Rule 6-2.3.f: Should the Grievance Committee recommend that a given grievance not be submitted to arbitration, the grievant shall have the right to appeal, in writing, the Grievance Committee's recommendation to the Executive Board. The grievant shall also have the right to present their case before the Executive Board.
- Rule 6-2.3.g: The decision of the Executive Board shall be final and binding.

Rule 6-2.4 Criteria for Recommending Arbitration to the Executive Board

- Rule 6-2.4.a: The Association must have credible evidence and arguments to support its position.
- Rule 6-2.4.b: The grievance is meritorious.
- Rule 6-2.4.c: There is a reasonable chance of winning the case.
- Rule 6-2.4.d: The cost is worth the economic and political gains sought.
- Rule 6-2.4.e: Decide if it is incidental or precedential.
- Rule 6-2.4.f: The Association has the resources to see it through.
- Rule 6-2.4.g: Determine if there are serious organizational considerations involved.
- Rule 6-2.4.h: The grievance will achieve the goal sought.
- Rule 6-2.4.i: Determine if a victory will deter the employer from similar adverse actions in the future.
- Rule 6-2.4.j: All procedural steps have been followed properly.

Rule 6-3: Elections Committee

Rule 6-3.1: Composition

- Rule 6-3.1.a: The President shall appoint the Chair and the members of the Elections Committee consistent with the provisions of the Bylaws.
- Rule 6-3.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 6-3.1.c: Changes in the composition of the Elections Committee will follow the provisions of the Bylaws.
- Rule 6-3.1.d: The Elections Committee shall be composed of at least three members who are not on the Executive Board. Members of the Elections Committee cannot serve on the Executive Board.
- Rule 6-3.1.e: A member shall abstain from participation in Elections Committee activities during the period in which they or their immediate family member is a candidate.

Rule 6-3.2: Duties

- Rule 6-3.2.a: 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*.

Rule 6-4: Election Requirements

- Rule 6-4.1.a: The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Only reasonable qualification for office such as membership in the chapter may be required.
- Rule 6-4.2.b: Every member shall be assured of voting by secret ballot.
- Rule 6-4.3.c: There shall be at least a fifteen (15) day period between notice of election and the actual voting.
- Rule 6-4.4.d: There shall be an all member vote.
- Rule 6-4.5.e: A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
- Rule 6-4.6.f: A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

Announcement

The announcement of election shall include the offices, length of terms, and the election timeline.

The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

Timeline

The timeline for the election shall include dates for:

1. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
2. Date for acknowledgment of declarations from candidates.
3. Date for preparation of ballots.
4. Date on which ballots will be distributed.
5. Date(s) when voting will take place.
6. Deadline date for requesting absentee ballot.
7. Deadline date, time and place for return of ballots, including absentee ballots.
8. Date, time and place where ballots will be counted.
9. Date(s) that announcement of results will be made to leadership, candidates and members.
10. Dates and timelines for run-off election, if necessary.
11. Deadline for filing of challenges.
12. Voting shall last for one (1) week.

Finances / Use of unit resources

1. Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. The use of links to any Association website or association social networking sites by a candidate is prohibited.
4. Candidates cannot campaign on any affiliated chapter or Service Center social networking sites created for association/leadership members to communicate with each other. The Association shall not make any personal email addresses available to candidates.

Rule 7 Other Standing Committees

Rule 7-1: Political Action Committee

Rule 7-1.1: Composition

Rule 7-1.1.a: The President shall appoint the Chair and the members of the Political Action Committee consistent with the provisions of the Bylaws. The PAC Treasurer shall be appointed as an *ex-officio*, voting member. The President and Vice-Presidents shall be *ex-officio*, non-voting members.

Rule 7-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-1.1.c: Changes in the composition of the Political Action Committee will follow the provisions of the Bylaws.

Rule 7-1.2: Duties

Rule 7-1.2.a: The Political Action Committee (PAC) shall inform the membership about the records and opinions of candidates for school board, Legislature and Congress regarding questions affecting schools and educators.

Rule 7-1.2.b: The Political Action Committee will recommend candidates or officeholders by using a process of interviewing the local candidates.

Rule 7-1.2.c: The Political Action Committee may recommend a position on local issues (including ballot measures) from the standpoint of educational issues without regard to partisan consideration.

Rule 7-1.3: Operating Procedures

Rule 7-1.3.a: Funding of PAC will be voluntary. Members choosing not to contribute to the PAC will fill out the "Association PAC Opt-Out Form" to divert their

contribution to the General Fund. These PAC monies will remain segregated from the general membership account.

Rule 7-1.3.b: Candidate Recommendation Procedure:

1. A cover letter and questionnaire will be sent to all known candidates.
2. All candidates returning the written questionnaire will have an opportunity to be interviewed.
3. PAC will report interview results and recommendations to the Executive Board. A majority vote of the Executive Board shall bring the matter to Rep. Council which will then vote. PAC will report interview results and recommendations to the Rep Council. Each candidate receiving a majority of the Rep Council's vote shall be placed on our Association's recommended list of candidates.
4. No funds or support in kind may be spent on non-recommended candidates.
5. PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.
6. Under no circumstances will the chapter endorse more candidates than there are available seats.
 - a. The Committee may also consider endorsing in other local, non-school board elections within the boundaries of the county, by recommending to the Executive Board and the Rep Council that the endorsements of the local labor council be forwarded for approval in lieu of a separate interview process.
7. The Committee may recommend one of the following positions regarding candidate endorsements:
 - a. No Recommendation – None of the candidates were worthy of endorsement
 - b. Endorse – one or more candidates warrant endorsement
 - c. Neutral – This keeps the Chapter out of the race, but allows for individual Chapter members to endorse if they so choose
8. The Committee shall operate on a consensus basis. Only candidates that receive a consensus of support will receive a recommendation from the Committee to be moved to the next meeting of the Exec Board and/or Rep Council.

Rule 7-1.3.c: Issue Recommendation Procedure:

1. The PAC may research local educational issues (including ballot measures).
2. The PAC will report the research results to the Rep Council, which will then vote. Each position receiving a majority shall be considered the Association's recommended position.
3. No funds or support in kind may be spent on non-recommended issues.
4. The PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

Rule 7-2: Communications Committee

Rule 7-2.1: Composition

- Rule 7-2.1.a: The President shall appoint the Chair and the members of the Communications Committee consistent with the provisions of the Bylaws.
- Rule 7-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 7-2.1.c: Changes in the composition of the Communications Committee will follow the provisions of the Bylaws

Rule 7-2.2: Duties

- Rule 7-2.2.a: Members will publish the monthly Association newsletter and/or keep the website up to date at the direction of the president.
- Rule 7-2.2.b: Members may solicit articles from officers, educators and community members and properly work on the layout of their choosing.
- Rule 7-2.2.c: This committee may also prepare press releases for Association events and work with a variety of media tools.

Rule 7-2.2.d: Prior to distribution, all communications must be approved by Association leadership.

Rule 7-2.2.e: Development of a webpage and other social media platforms shall be organized and implemented based upon the direction of the President and the concurrence of the Executive Board.

Rule 7-3: Contract Construction Committee

Rule 7-3.1: Composition

Rule 7-3.1.a: The President shall appoint the Chair and the members of the Contract Construction Committee consistent with the provisions of the Bylaws.

Rule 7-3.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-3.1.c: Changes in the composition of the Contract Construction Committee will follow the provisions of the Bylaws.

Rule 7-3.2: Duties

Rule 7-3.2.a: The Contract Construction Committee (CCC) shall work in collaboration with the Association Bargaining Team and Grievance Committee to formulate an initial membership survey of potential articles in the CBA to open for a 3-year successor agreement.

Rule 7-3.2.b: The CCC will schedule and hold Open Hearings at school sites and other work locations at the direction of the Executive Board in order to solicit oral testimony from members regarding the potential articles in the CBA to open for a 3-year successor agreement. These Open Hearings may also be organized around issues of common interest or Special Units, as defined in the Bylaws.

Rule 7-3.2.c: The CCC will work collaboratively with the Bargaining Team to provide a timeframe in which to conclude the work.

Rule 7-3.2.d: The CCC shall present both a written and oral report to the Executive Board regarding their findings. The Executive Board will refer their written report to the Bargaining Team.

Rule 7-3.2.e: The CCC will present a summary oral report to the Representative Council meeting. This will complete their work and the CCC will disband.

Rule 7-4: Organizing Committee

Rule 7-4.1: Composition

Rule 7-4.1.a: The President shall appoint the Chair and the members of the Organizing Committee consistent with the provisions of the Bylaws.

Rule 7-4.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-4.1.c: Changes in the composition of the Organizing Committee will follow the provisions of the Bylaws.

Rule 7-4.2: Duties

Rule 7-4.2.a: *The Executive Board can draft these duties.*

Rule 8 *Ad Hoc* Committees

Rule 8-1:

Ad-Hoc committees may be established by the Executive Board or Representative council.

Rule 8-1.1 Ad Hoc committees are temporary based on a specific need or purpose.

Rule 8-1.2 Ad Hoc committees work at the direction of the Executive Board.

Rule 8-1.3 Members shall be appointed by the President and ratified by the Executive Board.

Rule 9 Release Time and Stipends

Rule 9-1 Release Time

Rule 9-1.1: Officers, committee chairs and members may be released from District duties and the Association shall provide substitute time, subject to the discretion of the Executive Board.

Rule 9-2 Stipends

Rule 9-2.1: The yearly stipend shall be reported to the IRS on form 1099 and will be taxable income for each officer receiving it.

- Rule 9-2.2: Monthly obligations must be completed in order to receive stipend for that month.
- Rule 9-2.3: Annual Stipends for Officers, Executive Board members and Committee Members shall be presented in the association's budget which gets ratified by Representative Council.
- Rule 9-2.5 Annual Stipends for Bylaws-defined Standing Committee Chairs and Members shall be determined by the Executive Board.
- Rule 9-2.6 Annual Stipends for Chairs and Members of other Standing Committees and *Ad-Hoc* Committees shall be determined by the Executive Board.

Rule 10 Association Business Standards and Practices

Rule 10-1: Calculation of Local Dues

Rule 10-2.1: Increases in Association dues shall be equal to the percentage increase to the salary schedule.

Rule 10-2: Travel Reimbursement

Rule 10-3.1: Request for the intent to seek reimbursement for travel expenses incurred while on Association business will be submitted in writing to the President at least five (5) school days prior to the departure date.

Rule 10-3.2: Request for reimbursement for travel expenses must be submitted using the form developed by the Association on or before 30 calendar days after the date the member returned from the business-related travel.