Santa Maria Elementary Education Association
SMEEA
Standing Rules
Revised- February 2, 2026

1. **Elections Committee**
    a. There shall be an Elections Committee.
    b. The Elections Committee shall be appointed.
    c. The Elections Committee shall be composed of at least three members.
    d. The chair of the Elections Committee shall be appointed by the President.
    e. Members of the Elections Committee shall be approved by the Executive Board.
    f. A member shall abstain from participation in Elections Committee activities during the period in which they or their immediate family member is a candidate.
2. **Election Requirements**
    a. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including themselves). Only reasonable qualifications for office such as membership in the chapter may be required.
    b. The chapter shall follow the requirements of the CTA Elections Manual, and CTA Chapters & Service Center Councils Elections Guidelines found here.
3. **Initiative Procedures**
    a. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
    b. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three (3) members supporting the proposed measure and responsible for its circulation.
    c. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
    d. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least ten (10) percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
    e. The circulators shall present to the chapter president the petition(s) containing original signatures.
    f. The chapter president shall have five (5) school days in which to verify the membership of the signers of the petition.
    g. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
    h. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count
    i. Regular election procedures (e.g., election of officers) shall be followed including voting times.
    j. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.
4. **Referendum Procedures**
    a. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.

b. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
c. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
d. Regular election procedures (e.g., election of officers) shall be followed including voting times.
e. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

5. Internal Recall Procedures

a. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.
b. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three members supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
c. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
d. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
e. The circulators shall present to the chapter president the petition(s) containing original signatures.
f. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
g. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
h. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
i. Regular election procedures (e.g., election of officers) shall be followed including voting times.
j. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
k. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

6. Fiscal Year

a. Fiscal Year - The fiscal year of the Association shall commence on September 1 and end August 31.
b. Adoption of Budget - The Representative Council at its August meeting shall adopt a budget for the Association for the fiscal year to commence on the following September 1st. Voting on the final adoption of the budget shall be by the members of the Representative Council.
c. Dues:
    i. The annual dues of each member of the Association shall be one-half of one percent (1 %) of the previous year's base salary of which at least $3.00 goes to the Scholarship Fund.
d. General Meetings - General membership meetings of the Association shall be called as needed

e. Travel and Other Expenses - The rules governing the control and payment of necessary expenses of such other persons as may be duly authorized by the Board to represent the Association from time to time shall be as follows.
    i. Allowance of travel expenses shall be in accordance with the following provisions. Receipts are required for reimbursement:
        1. Mileage shall be in accordance with the current IRS mileage reimbursement rate.
        2. Air, bus, and/or train travel including transportation to and from terminals or stations will be paid when travel is authorized by the Executive Board of the Association.
        3. Parking fees will be paid when travel is authorized by the Executive Board of the Association.
        4. Meals shall only be reimbursed when not offered as part of the conference or training. The total shall not exceed $87 for the day.
    ii. Allowance for charges for room accommodations shall be in accordance with the following provisions.
        1. No charges for room accommodations shall be allowed for travel within a radius of twenty-five miles of the place of meeting, unless a late evening meeting is followed by an early morning meeting.
        2. Room accommodation charges shall be limited to the predetermined rate for the event, per night, per person.
        3. Personal expenses such as laundry, personal telephone calls, valet and entertainment shall not be allowed.
        4. The accommodation receipt must be submitted with the expense statement.
        5. Any exception to the above rules shall be allowed only upon the approval of the Executive Board.

7. STANDING RULES: GENERAL PROVISIONS

a. Executive Board
    i. **The President** shall: Refer to SMEEA Bylaws for direct duties.
    ii. **The First Vice President** shall have the following duties:
        1. To prepare with the President the agenda for each Representative Council meeting;
        2. If the president is not able to attend, will attend the Service Center Council Meetings of which the Association is a part,
        3. May attend relevant CTA conferences as the budget and availability allow.
        4. Perform other such duties as may be directed by the President or the Representative Council
        5. Monitor the District Consult process as an active LMC member.
        6. Attend and Monitor District Safety Committee
    iii. **Second Vice President** shall have the following duties:
        1. Monitor the District Consult process as an active LMC member.
        2. Report to the Executive Board and Representative Council;
        3. In the absence of the President and First Vice President, shall assume the duties of the president; and
        4. May attend relevant CTA conferences as the budget and availability allow.
        5. Perform other such duties as may be directed by the President or the Representative Council
        6. Cannot accede to the Presidency.
        7. Attend the Catastrophic Leave Bank meetings.
    iv. **The Third Vice President** shall have the following duties:

1. Change to: Monitor the District Consult process as an active member of committees related to Testing, Teaching & Learning, and Curriculum Adoptions.
2. Be Responsible for Aid in maintaining community and internal communications, including coordinating the association calendar.
3. Coordinate with Committee Chairs as a liaison for executive board and the membership.
4. May attend relevant CTA conferences as the budget and availability allow
5. Assist Secretary with maintaining an accurate roster of the membership of the Association and of all committees.
6. Perform other such duties as may be directed by the President or the Representative Council.
7. Cannot accede to the Presidency.

v. **The Secretary** shall have the following duties:
1. Refer to SMEEA Bylaws for direct duties.
2. May attend relevant CTA conferences as the budget and availability allow
3. Perform other such duties as may be directed by the President or the Representative Council
4. Attend and Monitor the Catastrophic Leave Committee (CAB).

vi. **The Treasurer** shall have the following duties:
1. Budget & Oversight- Prepare the annual budget with the Executive Board. Monitor spending per approved budget.
2. Financial Reports- Provide monthly written reports to the Executive Board and Rep Council.
3. Accounts- Manage chapter bank accounts and ensure timely deposits of dues. Maintain two authorized signers on all accounts.
4. Disbursements- Issue payments only with proper approval, the president must sign all Treasurer reimbursements.
5. Recordkeeping & Audit- Keep all financial records for 7 years. Ensure taxes are filed yearly.
6. Training- Attend CTA treasurer/fiscal training at least every two years. May attend relevant CTA conferences as the budget and availability allow.
7. Reimbursements- Require original receipts within 30 days. Mileage reimbursed at IRS/CTA rate unless it has been pre-approved by the board.

vii. **The Director At Large** shall have the following duties:
1. Represent the SMEEA members at large.
2. Facilitate and monitor the SMEEA Equity Committee.
3. May attend CTA conferences that will enhance their knowledge of ethnic minority issues.
4. Develop a system for cultivating, building, and sustaining relationships with local chapter leaders and ethnic minority based organizations.
5. Support members at Dual Language Immersion (DLI) sites.
6. Support SMEEA's resolutions and engage members.
7. Support SMEEA's and SMBSD's resolutions toward Community Schools, and support and engage members toward Community Schools.
8. Perform other such duties as may be directed by the President or the Representative Council.

viii. **The Director of Elementary** shall have the following duties:

1. Be a Representative of elementary school site members, inclusive of the TK-8 DLI site, and inclusive of elementary site Resource/Education Specialists.
2. Support and engage the Organizing Team.
3. Support and engage in Membership & Outreach
4. Support SMEEA's and the SMBSD's resolutions and engage members.
5. May attend relevant CTA conferences as the budget and availability allow.
6. Perform other such duties as may be directed by the President or the Representative Council.

ix. **The Director of Jr High** shall have the following duties:
1. Be a Representative of any junior high school, inclusive of a site Resource/Education Specialist.
2. Assist in middle school related issues at TK-8 schools.
3. Support and engage the Organizing Team.
4. Represent SMEEA as a member of SMBSD's Middle School Transition Steering Committee.
5. Support SMEEA's resolutions and engage members.
6. May attend relevant CTA conferences as the budget and availability allow.
7. Perform other such duties as may be directed by the President or the Representative Council.

x. **The Director of Support Services** shall have the following duties:
1. Be a representative of support services staff inclusive of: TOSA, Coaches; VAPA; Counselors, and other non-classroom based support staff.
2. Support and engage in membership and outreach, and assist the 3rd VP and secretary with membership.
3. Support and engage in the happenings of Teaching & Learning.
4. Support SMEEA's and SMBSD's resolutions toward Community Schools, and support and engage members toward Community Schools
5. Support SMEEA's resolutions and engage members
6. May attend relevant CTA conferences as the budget and availability allow.
7. Perform other such duties as may be directed by the President or the Representative Council

xi. **The Director of Special Education** shall have the following duties:
1. Be a representative of support services staff inclusive of: BCBA, Psychologist, Adaptive PE, District Support Specialist, Mental Health Specialist, Resource teachers, ESN Teachers, Speech and Language Pathologists; and Nurses
2. Support and engage in the Special Education Joint Advisory Committee (SE-JAC).
3. Support and engage in the happenings of the LCAP Committee.
4. Support SMEEA's and SMBSD's resolutions toward Community Schools, and support and engage members toward Community Schools
5. Support SMEEA's resolutions and engage members.
6. May attend relevant CTA conferences as the budget and availability allow.
7. Perform other such duties as may be directed by the President or the Representative Council.

8. Coordination of Association Committees with CTA Committees

a. For purposes of coordinating the activities of the Association and CTA, the CTA State Council and Service Center Council members shall serve, so far as may be practicable on the same committees in the Association as those on which they serve in CTA.

9. **Committee Membership**- All standing committee chairs, should have attained the status of permanency in the Santa Maria Bonita School District at the time of appointment.
10. **Standing Committee Meetings** - The standing committees shall meet as needed but not less than three times per year. The committees may be as follows:
    a. Equity
    b. Safety
    c. Benefits
    d. Negotiations
    e. Election
    f. Political Action (PAC)
    g. Grievance
    h. Social/Sunshine
    i. Organizing
    j. Catastrophic Leave
    k. LCAP
    l. Middle Schools
    m. Community Schools
    n. Communications
    o. Membership
    p. Parliamentary
    q. Budget
    r. Special Education/Inclusion

10.a. Equity Committee

i. This committee shall be Facilitate and monitored by the SMEEA Director at Large.
ii. Lead the association in work related to equity in the classroom and the workplace.
iii. Shall provide membership with opportunities for equity training and workshops, either locally or state wide.
iv. The Equity Committee shall provide updates at Rep Council when needed.

10.b. Safety Committee

i. Safety Committee members shall sit on the district wide safety committee. Two members shall participate.
ii. Safety committee shall provide updates to the Rep Council when needed

10.c. Benefits Committee

i. SMEEA benefits committee members shall participate in the district wide Benefits Committee
ii. Benefits Committee members shall attend all meetings of the district wide Benefits Committee
iii. SMEEA Benefits Committee members shall include: The President, Negotiations Chair, and two at large members.
iv. The Benefits Committee shall provide updates at Rep Council when needed.

10.d. Negotiations Committee - also known as, Negotiations Team

i. The Negotiating Team shall bargain on behalf of all membership with the authority to enter into Tentative Agreements with the district.
ii. The Negotiating team's actions shall be directed by the membership and

Executive Board.
iii. There shall be no less than six (6) members seated on the negotiations team, including a Negotiations Chair.
iv. There can be up to two (2) alternates available for the Negotiating Team.
v. The Negotiations Chair will report to the Executive Board as often as needed and when requested, as well as give regular updates to the Rep Council.
vi. The Negotiations Chair may also provide updates to the general membership regarding negotiations progress.
vii. Executive Board members are ineligible from being permanent members on the negotiations committee. The President or Negotiations chair may request an Executive Board member serve as a guest as needed.

current members serving on both teams will not be forced to resign until the end of their term

10.e. Election Committee - The election committee shall conduct the elections of the Association as provided in the SMEEA Bylaws.

10.f. Political Action Committee - Political Action Committee shall:
i. Study all legislative and political matters in district, city, county, state, and the nation relating to the interest of education in general and to the welfare of the pupils and teachers in particular.
ii. Report to the Representative Council all legislative and political matters of importance.
iii. Advise the general membership and make recommendations/endorsements for actions concerning pending legislation, candidates for office and/or other political matters.
iv. Financial endorsement will be limited to Santa Maria-Bonita School Board Elections.

10.g. Grievance Committee- The Grievance Committee shall be responsible for implementing the Association's grievance program.
i.The committee shall provide representatives to assist members of the bargaining unit in processing grievances per the CBA.
ii. Shall represent the Association at grievance proceedings.
iii. Shall keep the Executive Board fully informed regarding the operation of the grievance Program.
iv. shall keep a record of all grievances processed.
v. The Grievance Committee shall be composed of the Grievance Chair and the Directors.
   a. The Grievance Chair shall be appointed by the President and approved by the Executive Board.
   b. Directors will serve their two year terms.
   c. The Grievance Chair can serve consecutive appointments and Directors can serve consecutive terms if re-elected.
vi. The term of office for the Grievance Chair shall be two years
   a. It will follow the Officer election schedule-every 2 years on odd years.
   b. The Chair will be appointed at the beginning of a new officer term on July 1.
vii. The Grievance Committee members shall have the following duties:
   a. Grievance Chair
      i. Setup the process for processing grievances.
      ii. To make recommendations to the Executive Board regarding budget for

grievance processing, arbitration, and/or legal action.

iii. To consider the merits of each grievance, in consultation with the Negotiations Chair, and make recommendations to the Executive Board regarding submission to arbitration and/or legal action.

iv. To make recommendations to the Executive Board for maintaining and improving the grievance program.

b. Directors

i. Address grievances pertaining to the constituents under their directorships.

ii. May partner with other Directors depending on the nature of the Grievance.

iii. The Executive Board shall consider the recommendations of the Grievance Chair and determine whether the grievance will be forwarded to binding arbitration. In the event the grievant is denied access to these levels by those named in (10.g.vii.a.iii), they may appeal to the Executive Board. The decision of the Executive Board shall be final.

10.h. Social Committee/Sunshine Committee shall:

i. Organize and support life events and changes for SMEEA members.

ii. Arrange for social activities consistent with the aim and purposes of the Association.

10.i. Organizing Committee shall:

i. The Organizing Committee shall meet as often as needed.

ii.The Organizing Team shall be chaired by a member of the Executive Board or its designee. There is no limit to the number of members who can participate on this committee.

iii. The committee shall report to the Executive Board. Any actions shall be approved by the President.

iv. The Organizing Committee shall report to the Rep Council when needed.

10.j. Catastrophic Leave Committee shall:

i. This committee meets as needed.

ii. The committee is made up of: the President and two members of the board.

iii. The committee shall provide updates to Rep Council as needed.

10.k. LCAP Committee shall:

i. Sit on the district wide LCAP committee as well as the SMEEA LCAP committee.

ii. The SMEEA LCAP Committee shall be chaired by a member of the Executive Board, or its Designee.

iii. Committee members shall attend the district LCAP committee.

iv. The Committee shall provide updates to Rep Council as needed.

10.l. Middle School Steering Committee (MSSC)

i. Committee meets as directed by district leaders

Ii. SMEEA Junior High Director will be included on committee as well as other certificated members as chosen by district

iii. MSSC will report to EBoard and Rep Council as needed in 2025-26 school year and

monthly beginning in the 2026-27 school year.
iv. Participation in this committee does not waive or limit SMEEA's rights to consult and to bargain, when appropriate, regarding the eventual transition from Junior Highs to Middle Schools.

10.m. Community Schools Committee shall:

i. be chaired by a member of the Executive Board or its designee.
ii. There is no limit to the number of members who can participate on this committee.
iii. The committee shall report to the Executive Board. Any actions shall be approved by the President.
iv. The community schools committee shall meet regularly with the Districts Steering Committee.
v. The committee shall educate SMEEA members on Community School's beliefs.
vi. . The committee shall meet regularly to review goals and work toward them.

10.n. Communications Committee shall:

i. The Communications Committee shall assist with the distribution of Association information to members, including meetings and events, elections, and general updates.
ii. Communications shall be timely, accurate, and support member engagement and participation in Association activities and governance.
iii. The committee shall be chaired by a member of the Executive Board, or its designee.
iv. The committee shall meet as needed and report to the Executive Board upon request.

10.o. Membership Committee shall:

i. Support outreach to members, promote engagement and participation in Association activities, work to increase total membership in SMEEA, and assist in welcoming new members.
ii. The committee shall assist in maintaining accurate membership records and coordinate with the Secretary or designee serving as the Executive Board liaison.
iii. The committee shall meet as needed and report to the Executive Board upon request.

10.p. Parliamentarian; Standing Rules & Bylaws Committee Shall:

10.q. Budget Committee

i. The Budget Committee shall meet as often as needed.
ii. The Budget Team shall be chaired by a member of the Executive Board or its designee.
iii. There is no limit to the number of members who can participate on this committee.
iv. The Budget Team will work with the district to oversee expenses.
v. The committee shall report to the Executive Board. Any actions shall be approved by the President.
vi. The Budget Committee shall report to Rep Council when needed.

10.r. Special Education/ Inclusion Committee-

i. The committee is chaired by an executive board member or appointed designee.
ii. There is no limit to the number of members who can participate on the committee.
iii. This advisory committee will provide feedback on a broad range of special education-related topics and help brainstorm solutions for positive impact.
iv. The committee members will have the ability to contribute topics for discussion and planning.
v. The committee shall report the Rep Council when needed.

11. Office of the Association - The office of the Association shall be located at 2325 Skyway Drive, Suite A, Santa Maria, CA.

12. GRIEVANCE PROCESSING (INTERNAL)

a. Any member of the Association may bring a grievance against the Association for good cause by submitting a written complaint to the President within 10 working days of the occurrence giving rise to the grievance, which shall include:
   i. The name of the grievant or grievants;
   ii. A clear statement of the grievance;
   iii. A detailed statement of the facts which give rise to good cause; and,
   iv. A clear statement of the action sought as relief.
b. The President or designee shall meet with the grievant(s) in an informal effort to resolve the complaint.
c. If the grievant(s) are not satisfied by the informal effort to resolve the grievance, the grievant(s) may, by written application to the President, appeal the grievance to the Executive Board within 10 working days of their meeting with the president or designee.
d. The Executive Board shall review the written complaint, investigate the allegations contained within, and render a written decision within 10 working days of the next regularly scheduled Executive Board meeting, which the President shall cause to be delivered to the grievant(s). Upon written application to the president, the grievant(s) shall be allowed to address the Executive Board as part of the Executive Board's investigation.
e. If the grievant(s) are dissatisfied with the decision of the Executive Board, the grievant(s) may appeal to the Representative Council by submitting a written appeal to the President of the Association within 10 working days of the Executive Board decision.
f. At the next regularly scheduled Representative Council meeting, the council shall review the written complaint, and render a written decision within 10 working days, which the President shall deliver to the grievant(s).
g. Upon written application to the President, the grievant(s) shall be allowed to address the Representative Council as part-of the Representative Council's review.
h. If no resolution is reached or granted at any level may violate any rules or regulations of the Association or its affiliates, CTA and NEA, unless said rules or regulations are waived by the appropriate legislative body.

13. Bonding of Employees and Audit

a. Each member and employee of the Association who is entrusted with the receipt, safekeeping, or disbursement of funds of the Association shall be placed under a bond in such amount as the Executive Board may determine.

b. The accounts and other financial records of the Association shall be reviewed as provided by the CTA financial guidelines.

14. Authorization of Delegates to Conventions and Special Meetings.

a. A person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association when such representation has been approved in advance by the Executive Board.
b. The Executive Board shall have authority to set reimbursement of expenses of such a delegate or determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association, if not otherwise covered in the standing rules.
c. Committee chairmen or approved substitutes are expected to attend CTA conferences pertinent to their committee work.

15. Contract Waiver, Memorandum of Understanding (MOU), or Side Letter

a. All contract waivers, MOU's, and Side Letters will be presented to the Executive Board for consideration and approval. If **<u>four or more</u>** executive board members determine the waiver shall instead be presented to the Representative Council for consideration and approval, the waiver will be sent to the Representative Council, at the next scheduled meeting.
    i. The Executive Board can vote to send a waiver, MOU, and/or Side Letter to the Representative Council without first voting it down in the Executive Board.
b. The Waiver, MOU,, and/or Side Letter will be presented to the Representative Council. The Council is given the option to take immediate action and accept the contract waiver as presented; or proceed to a second read, returning to the next scheduled council meeting for action.

16. Scholarships -

a. **Student Scholarships:** When members apply for scholarships for their dependent children, the amount set aside in the budget process shall be divided equally among the applicants.
b. **Member Scholarships:** When members apply for scholarships to continue their own education, at least three (3) qualified members will receive five hundred dollars each.

17. Candidates for CTA and NEA Elective and Appointive Office - To be established by the Executive Board.

18. Business For Representative Council and Executive Board Meetings

- Call to Order & Approval of Agenda
- Reading and Approval of Minutes
- Treasurers' report
- Reports and Announcements
- Standing Committees
- Ad Hoc Committees
- Unfinished/Old Business
- New Business
- Member Concerns
- President and Officers