

Community College Association

Standing Rules



September 2022

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1-SERIES: GENERAL OPERATIONS

Rule 1-1: Statement of Mission, Goals and Objectives

- A. The Community College Association (CCA) Board of Directors, henceforth referred to as Board, shall review the Mission Statement and adopt Goals and Objectives at the Board Planning Session in May or June.
- B. Such mission, goals, and objectives shall establish the Association's priorities for the following one-year period and shall guide the appropriate committees, task forces and other governance bodies in their specific development of goals and expenditure of funds within their budgets.

Rule 1-2: Organizational Ethics and Standards

- A. Internal Organizational Relations:
 1. Copies of the CCA Bylaws, Standing Rules, and Elections Manual and a list of chapter contacts shall be sent electronically to each chapter President at the beginning of each CTA fiscal year (which currently starts September 1). The Bylaws, Standing Rules, and Elections Manual shall also be posted on the CCA Website.
 2. The current copy of the CCA Bylaws, Standing Rules, and Elections Manual on the CCA website shall be emailed to each delegate who has registered for Fall or Spring Council by the registration deadline
 3. Additional copies of CCA governance documents, including CTA By-law Revision Guidelines and the CTA Organizational Handbook, are available upon prior request and can be picked up at the Registration Table at each CCA Council. Members can access copies of these documents on the CTA website or on the CCA website..
- B. The following rules govern contacts with organizations and others outside of CCA/CTA:
 1. The purpose of CCA's organizational outreach program and media relations is to enhance community college faculty interests.
 2. The president is CCA's official spokesperson on all issues including, but not limited to, organizational, political, and educational policy and positions.
 3. The CCA President may designate other elected leaders or staff members to articulate the organization's policies or positions either on a specific occasion or within defined limits during their term of office. The President shall determine the occasions and shall define any limits and report such actions to the Board at its next meeting.
 4. No CCA elected leader or staff member shall initiate contact with the media or with CCA Local Chapters or any other organization to encourage a position or activity without the specific authorization of the CCA President or their designee. A request for such authorization shall include a detailed account of the position/activity and the cost estimates of CCA's participation.
 5. Any invitation to attend/participate in an event sponsored by another organization shall be shared with the CCA President who shall decide who should represent CCA. Only the CCA President is authorized to approve an expenditure for organizational events.
 6. Any violation of this policy by elected CCA leaders shall be referred to the Board for appropriate action.
 7. Any violation of this policy by staff members shall be referred to the CTA Deputy Executive Director and CTA Executive Director for appropriate action.
- C. Leadership Involvement in Political Campaigns:
 1. CCA leadership shall follow the recommendations taken by the CTA State Council unless CCA has taken an official position in opposition to CTA State Council.
 2. Except in the circumstances noted in (1) above, should a member take a position before State Council action or for/against a candidate/initiative not recommended by State

Council, they shall not use their union title and should make it clear that they are acting as an individual.

3. This policy shall in no way infringe upon the rights of individual CCA members to express support for/against individual candidates/initiatives.

D. Release of Membership Mailing/Email Lists:

1. Membership information shall be provided to candidates for CCA office upon request, in accordance with Standing Rule 6-5.A.;

2. Authority for Release under other circumstances:

- a. The CCA President shall have the authority to release the CCA mailing and email lists only under the following conditions: Upon official written request of an affiliated CCA/CTA chapter for the purpose of communicating with its own membership. The list or copy of the list may not be released to any other party or agency for any reason.
- b. Release of membership mailing and email lists are otherwise prohibited under CTA policy.
- c. Board member private address and contact information shall not be released on the CCA web site without prior consent.

E. Meeting Procedures:

1. Motions:

- a. All motions in reports need to be written in motion format (e.g. "Motion to...") and in a complete, coherent sentence(s).
- b. All motions presented during a Board meeting shall be submitted in writing (either on the Motion Form for in-person meetings or in chat) and written in motion format and in a complete, coherent sentence(s).
- c. Anyone needing assistance in writing a motion should work with the chair of Governance and/or the CCA Secretary prior to the meeting.
- d. Incomplete or incoherent motions shall be postponed and the maker shall be advised to work with the Governance Committee.

2. Rules of debate/discussion:

- a. Speakers shall be limited to three minutes per recognition;
- b. Those who have not yet spoken on a given topic shall receive priority in speaking order over those who have already spoken.

3. Rules for virtual meetings:

- a. Each Board member is responsible for their audio and internet connections;
- b. The presiding officer or host/co-host may mute a member's audio or video if it is causing undue interference with the meeting;
- c. Members must join the speaker's list to ask questions and make comments during the meeting;
- d. Members may use the chat feature to privately communicate with other members, but should be aware that these communications may appear in the chat transcript.

4. Rules for Voting:

- a. Board members may request a secret ballot for any vote of the Board. Such a request shall not require a second, allow for debate, be amended, or require a vote to implement.
- b. Approval of motions may occur by unanimous consent, at the discretion of the Chair. Any member may object to approval by unanimous consent, in which case the motion shall be voted upon.

5. Email Voting

- a. Email voting may be used by the Board for action items that meet at least one of the following criteria:
 1. The item has a deadline that occurs before the next meeting of the Board;
 2. The item is required because of an urgent situation (e.g. chapter crisis).
- b. Email voting shall follow Parliamentary Procedure
 1. Motions by email shall be sent on Monday by the President, who shall provide the justification and ask for a second;
 2. Except as noted in #3 below, once the motion is seconded, the Board shall discuss the motion on Monday, Tuesday, and Wednesday using “Reply All.” Voting shall take place on Thursday and Friday.
 3. Between December 15 and February 15 and between the May/June Planning Session and the September Board meeting, Board members shall have six (6) working days for discussion and four (4) working days to submit their votes.
 4. Email motions and appointment confirmations are not subject to the motions “Lay on the Table.” “Postpone Indefinitely” or “Move to Commit.”
 5. Email voting information shall be copied to non-voting CCA Board members as defined in Bylaw Article III.
- c. The President and another officer shall tally and report the results via email to the entire Board within two working days.
- d. The President shall print or save electronically the emails containing the motion and each vote as well as the results page for inclusion in the minutes of the next CCA Board meeting.
- e. The President shall also maintain a record of the proceedings; this record shall include the justification for the email vote, a roll call of those who participated in the voting, the motion, and the results in accordance with Parliamentary Procedure, and these records shall be reported out and included in the minutes of the next Board meeting.

Rule 1-3: Association Name and Logo

- A. The name of the Association shall be the “Community College Association” and/or “CCA.”
- B. Use:
 1. The use of the Community College Association name and logos and/or CCA shall be limited to individuals or groups authorized by the Board.
 2. All official communication by the Association shall be carried on CCA letterhead.
 3. CCA Chapters shall have permission to use CCA logos on their letterheads, newsletters, and official communications.
 4. .pdf or .jpg versions of the Association logo shall be available for authorized use by board members and chapters.
 5. No officer, board member, chapter, or member may use the CCA logo on any publication, communication, or website if said publication, communication, or website is in violation of CCA, CTA, or NEA policy.
 6. All official publications of CCA shall include the CTA and NEA logos.
 7. CCA may advertise in each of the CPFA newspaper editions. The size of the ad shall be determined by the CCA Officers.

Rule 1-4: Amendments and Changes

- A. All changes to Bylaws and Standing Rules shall be accompanied by a brief justification for the changes:

- B. Electronic copies of all proposed changes must be submitted to the CCA Governance Committee Chair prior to presentation, except when a proposal arises out of a Board meeting, so the CCA Governance Committee can review changes for adherence to CCA/CTA/NEA policy.
- C. Electronic copies of all proposed changes shall be submitted to the CCA Secretary and copied to the other officers prior to presentation for inclusion in the CCA Board and/or Council minutes.
- D. Proposers of changes are encouraged to work with the Governance Committee chair and committee on language prior to presenting any changes; however, the CCA Governance Committee shall not impinge on any member's right to present proposed changes.

2-SERIES: FISCAL RULES

Rule 2-1: Budget Preparation and Membership Assessment Processes

The following general procedures and timelines shall be followed in preparation of the CCA budget.

- A. Dues Computation: The Budget Committee chaired by the CCA Treasurer or designee shall review the CCA dues to determine that CCA has a balanced budget. It is CCA's commitment to fully fund governance through CCA dues. The committee shall recommend to the Board one of the following directions:
 1. Keep the dues and overall governance expenditures at the current level;
 2. Keep the dues at the current level but reduce governance expenditures by the amount needed to maintain a balanced governance budget;
 3. Reduce the dues and overall governance expenditures;
 4. Increase the dues by a specific amount for full-time faculty and by a specific amount for part-time faculty;

The Board must approve which of the above directions to present to the CCA Council for adoption by a majority vote.

- B. Budget Preparation: The CCA Treasurer shall propose a balanced budget for the next academic year to the Board and to the CCA Spring Council for adoption by majority vote. The Treasurer shall present an adjusted budget in late August or early September, when current budget information is available, to the Board and to the CCA Fall Council for adoption by majority vote. At each Board meeting the Treasurer shall report on the income/expenditures and suggest any action necessary to keep the governance budget balanced. A simple majority of the Board shall determine the action taken.

Rule 2-2: Authorization Policies

- A. In accordance with the CCA Bylaws, all Board members are authorized to attend CCA Conferences and Board meetings.
- B. In accordance with the CCA Bylaws, the CCA President, or their designee, is authorized to represent CCA at non-CCA meetings/coalitions, such as the Council of Faculty Organizations (COFO), Academic Senate Executive Committee meetings, and Chancellor task forces.
- C. In accordance with the CCA Bylaws, the CCA President is authorized to represent CCA at community college campuses.
- D. Director Travel:
 1. Geographical directors are authorized to travel to chapters within their districts upon invitation of the chapter.

2. At-large directors are authorized to travel to chapters within 100 miles of their home chapter upon invitation of the chapter; travel to chapters beyond 100 miles shall also require prior approval of the CCA president.
- E. At the annual Board Planning Session, the CCA Board of Directors shall approve a list of non-CCA conferences for CCA directors and officers to attend for the following academic year. Each director and officer shall have an annual conference attendance budget. When requested by the President to act on their behalf at a conference, reimbursement will not be considered part of the non-CCA conference limit.
- F. Conferences and Training Programs:
1. An honorarium for any speaker at a CCA conference must be approved by the CCA Conference Committee and the CCA Officers. Funds to pay a speaker must come from the budget allocated for that particular conference meeting.
 2. The CCA President and the Conference Committee Chair are authorized to tip reasonable amounts for conference-related services not already provided for in the hotel contract.
 3. CCA may invite others to attend conferences.
 - a. Except as specified elsewhere, CCA will reimburse the higher number of four participants at CCA conferences or the number of delegates allocated to the chapter as specified in the By-laws. If a chapter is allocated less than four delegates, the remaining participants will attend as non-delegates. For reimbursement of non-delegate attendees, they must attend all but one of the break-outs offered each day.
 - b. Non-members must have Board approval in advance for such action, and such requests must be submitted in writing, delineating the need for the individual's participation as well as the specific costs that shall be incurred.
 - c. Chapters may send more members than covered by the number of delegates allocated to the chapter by requesting in writing to the Treasurer a Non-delegate Attendance Form.
 1. If approved, the member's expenses shall be paid by CCA in accordance with the CCA Reimbursement Policy.
 2. These participants shall be non-voting participants and must attend the entire conference.
 3. If not approved, the chapter may bring additional individuals at the chapter's expense.
 4. Individual CCA members may attend at their own expense.
 4. Board members, including officers, shall be reimbursed up to \$3000 per year (June 1 - May 31) if they attend non-CCA conferences.
 - a. The list of such conferences shall be maintained by the CCA Secretary and shall include all CTA and NEA conferences; others may be added to the list by approval of the Board.
 - b. Conference Attendance Report Form
 1. A 250 – 500 word written report must be submitted to the CCA President, Secretary, and Treasurer prior to reimbursement.
 2. Retroactive requests for reimbursement or that exceed the limit must be submitted in writing with justifications to the Board for approval before reimbursement is granted.
 3. Council packets shall include a list of all Board member non-CCA conference travel, including costs and written reports, taken since the previous Council meeting.
 5. Board members or committee chairs on behalf of a committee may request, in writing, authorization to participate in an event. The written request must include the benefit of their participation and the specific costs.
 - a. Board approval must occur prior to the event.

- b. The attendee must submit a 250-500 word written report of the event to the CCA President, Secretary, and Treasurer before reimbursement is authorized. The report shall be included in the Board packet of the next Board meeting.
 - 6. All out-of-state travel must be approved by the Board.
 - 7. No person shall have the authority to attend any event as a CCA representative unless the Board has approved such representation in advance.
- G. Committee Meetings:
- 1. All CCA committee, task force or work group members and ex-officio members are authorized to attend (electronically or in person) committee meetings that have been approved by the CCA President. Approval by the CCA President shall be communicated in writing to committee members with the announcement of the meeting time and place.
 - 2. Committee meetings shall be held at a location which minimizes the total cost of the committee members' travel expenses. Meetings should be planned at a time which permits members to drive or fly to the meeting and return home on the same day if at all possible. Members who need to leave their home before 7 AM the day of the meeting in order to attend the meeting on time shall be authorized for a one-night hotel stay. Any exceptions shall require prior approval of the CCA President.
 - 3. Meetings of committees, task forces, or work groups requiring reimbursement shall be arranged with prior approval by the President.
 - 4. Visitors and invited guests may attend board meetings, committee meetings, or task force meetings upon approval from the appropriate chair.
 - a. Visitors are not reimbursed for their travel costs;
 - b. Invited guests shall be reimbursed for their travel costs;
 - 1. Invitations to attend may be made by the appropriate chair or by the CCA President;
 - 2. Invitations to attend must be made in writing.
 - 5. Each committee shall have a budget that is approved by the CCA Board. This budget may be used for the regular operation of the committee, e.g. expenses incurred by committee members' travel and meals, handouts for CCA conferences, etc. Other expenses incurred by committees must obtain prior approval from the Board.

Rule 2-3: Reimbursements

General Authorization: The rules governing reimbursement authorized under Rule 2-2 shall be the following unless otherwise authorized by the Board.

- A. Receipt requirements:
 - 1. All MESs must be accompanied by itemized receipts; credit card receipts are not accepted;
 - 2. Food receipts must be itemized; inclusion on hotel receipts does not suffice;
 - 3. Food receipts that include multiple members need to identify the members by name and the individual members need to note whose MES the receipt is attached to.
 - 4. In the event of a lost receipt for an expense, the member shall request a CTA Lost Receipt Form, complete it, and submit it to the CCA Treasurer with their MES.
- B. Dependent Care:
 - 1. Attendees at CCA conferences, board meetings and committee meetings shall be eligible for reimbursement of their actual expenditures for childcare, care of family members with special needs, and/or dependent elder care services. The rate reimbursed shall not exceed the California State Minimum Wage, and the total amount reimbursed shall not exceed \$800 per event.
 - 2. In order for dependent care to be reimbursed, the following criteria must be met:
 - a. The attendee filing the claim must be a member in good standing;

- b. The member must submit verifiable documentation of the expenditure;
- c. The member must submit documentation that they are the primary caregiver for the dependent under this section;
- d. The member must comply with the CCA policy on attendance found in Article II.B.5 of the CCA Bylaws.

C. Transportation

1. Plane

- a. CCA shall only reimburse for coach/economy fares and reasonable travel agency fee, when traveling for CCA business. Upgrades must be purchased by individual or earned through rewards programs;
- b. Any airfare expenses (such as original bookings or change fees) incurred within two weeks of travel must be accompanied by a written explanation as to why the expense could not have been charged earlier.
- c. Receipts are required with a completed CCA Member Expense Statement. Any master billed arrangements must be noted on the Member Expense Statement.

2. Train or Bus: CCA shall reimburse the actual fare for train or bus travel. Receipt required.

3. Private Vehicle:

- a. CCA shall reimburse private vehicle transportation for a round trip via the shortest highway route at the IRS mileage rate. This includes mileage to and from the airport.
- b. Mileage reimbursement shall only be for actual CCA business; any additional mileage for personal use shall be excluded. Receipts for gas will not be reimbursed.
- c. Attendees who commute instead of lodge at the hotel shall be reimbursed for mileage up to the cost authorized for the hotel room.
- d. MapQuest, Google Maps, or similar electronic map showing mileage must accompany the MES.

4. Airport Shuttles & Taxis:

- a. CCA shall reimburse the cost of airport shuttles to and from the meeting site.
- b. CCA shall reimburse the cost of airport shuttles from home to the airport.
- c. Taxi fare shall be reimbursed only when no cheaper form of public transportation is available or in cases that the CCA President has approved. Taxis or comparable transportation services such as Lyft or Uber at the lowest available non-pool rate, shall be reimbursed for transportation to the board meetings, including to and from the hotel. Receipts are required with a completed CCA Member Expense Statement.

5. Other modes of travel: No reimbursement is provided for travel not specified in 1-4 above. The CCA President and the CCA Treasurer must approve any requests for a variation in advance.

6. Receipts are required for all public transportation.

D. Lodging in Hotel/Motel:

1. Board members:

- a. CCA shall reimburse Board members for single occupancy for CCA conferences, board meetings, and other committee meetings or task forces;
- b. CCA Board members shall be reimbursed for a single-occupancy hotel room for the night before a CCA conference;
- c. CCA shall reimburse the CCA President for single occupancy for CTA State Council and the NEA Representative Assembly if elected as an R.A. state delegate;
- d. CCA shall reimburse CCA Officers and Board members for single occupancy at all CCA functions, at the NEA Representative Assembly if elected as an R.A.

- state delegate, and at non-CCA conferences that have Board approval. CCA shall only pay for that part not paid by CTA/NEA;
- e. CCA Officers and Board members shall be reimbursed for hotel/motel internet access fees associated with CCA business at the negotiated rate or the lowest available rate.
 - f. CCA shall provide reimbursement for dry cleaning for any Officer or Board member who must be gone 4 or more consecutive days on CCA/CTA business.
2. CCA Delegates:
- a. CCA shall reimburse CCA delegates to CCA conferences for half the cost of a double occupancy hotel room;
 - b. Delegates and attendees eligible for reimbursement are responsible for finding their own roommates. Delegates and attendees eligible for reimbursement must pay the difference for a single room, unless authorized in advance by the CCA President. Such authorization must be based upon extenuating circumstances, which may include, but are not limited to, physical challenges or medical reasons according to Federal ADA law;
 - c. If a CCA Academy for Building Strong Locals or California Leadership Academy participant is a delegate, costs shall be paid by CCA. If a participant is not a delegate, their costs shall be paid from the BSL or CLA Budget line item;
 - d. All participants at CCA conferences must stay in the site facility. The only time it is permissible to stay elsewhere is if the site hotel is completely booked. If this must be done, CCA shall reimburse no more than the conference rate;
 - e. CCA shall not reimburse for lodging if travel by car necessitated the stay except with the approval of the Treasurer;
 - f. Personal charges, such as laundry, telephone calls, snacks and entertainment, are not reimbursable;
 - g. A maximum of the CTA allowance per day for gratuity is reimbursable.
3. Other:
- a. Board members and delegates may apply for master billing of lodging expenses for CCA Board meetings and conferences. Delegates must contact the CCA President for approval for master billing.
 - b. CCA shall reimburse CCA members for single occupancy for a Board authorized committee meeting, task force meeting, or other meeting with twenty-five (25) or fewer persons requiring overnight lodging;
 - c. CCA shall reimburse any CCA award (e.g. W.H.O., FEDC award) recipients and one guest for one night lodging, travel, and a maximum of two (2) meals only in addition to the Awards Banquet.
 - d. CCA Council committee members who are not appointed as delegates by their local may be reimbursed for two nights single-occupancy hotel stay at CCA conferences, provided their Council committee is meeting, presenting, and/or staffing the committee table at the conference.
 - e. CCA shall reimburse CTA State Council delegates and liaisons from CCA for that portion of their single-occupancy hotel room that is not already reimbursed by CTA.
 - f. CCA shall reimburse CTA State Council alternates from CCA for all lodging and travel expenses associated with visiting State Council (i.e. not attending on behalf of an absent delegate).
 - g. CCA shall reimburse California Leadership Academy participants for attending one CTA State Council meeting and one CCA Board meeting.

- E. Parking: Actual costs of airport/hotel parking are reimbursed. CCA shall reimburse for valet parking. Actual receipts are required.
- F. Meals:
1. CCA will reimburse at the current CTA policy rate; the rates shall be available in print form at CCA conferences at the CCA Registration Desk. If CCA provides breakfast and lunch there is a \$50 limit to reimbursement for dinner.
 2. If only a continental breakfast is provided, CCA shall reimburse those needing a full breakfast;
 3. Itemized receipts are required for all meals;
 4. Meal costs for guests at all CCA conferences and board meetings are the responsibility of the participant or delegate;
 5. Additional meals:
 - a. CCA shall reimburse for breakfast when a member needs to leave their home or depart for the airport by 7:00 a.m., or earlier;
 - b. Meals incurred because of regular travel – travel incurred so that the member may arrive on time and stay until the end of the conference or meeting – shall be reimbursed.
- G. Rental Cars:
1. Car rentals shall be authorized as necessary to attend to Association business. The member renting the car shall fill the tank before returning the vehicle and shall be reimbursed for the cost of gas with receipts, not credit card statements;
 2. The CCA President must authorize car rentals in email or writing. Reasons for the request and approximate costs must be provided;
 3. Members are authorized to purchase the optional rental car insurance;
 4. This expense shall not be reimbursed if the participant leaves the conference/function early.
- H. Advances:
1. Members may apply for an advance of funds when needed to conduct CCA Business.
 2. An MES form must be submitted to the CCA President and Treasurer at least 15 working days (M-F) before needed;
 - a. Documentation of all pre-event expenses must be attached to the CCA Advance of Funds form.
 - b. Copies of flyers or other information that fully describe the purpose of the event must be attached to the form, if available.
 - c. Receipts for all expenses listed in the advance form must be included on the MES along with a copy of the form.
 3. CCA advances cover actual pre-event expenses.
 4. Airfare may be arranged through the CCA travel agent.
 5. The advance of funds shall be limited to 75% of the documented expenses.
 6. Incidental expenses may not be billed.
 7. Advance requests must be approved by both the CCA President and CCA Treasurer before the advance is paid.
 8. In the event that the member cannot attend the event, all refundable costs must be returned to CTA/CCA. Future MES reimbursements and/or Board member stipends shall be used to offset any refundable costs that have not been returned;
- I. Miscellaneous:
1. Delegates and Board Members attending CCA business requiring a substitute may apply to the Treasurer for CCA to reimburse their district for missed class time at the part-time pay rate. Members must apply to their district first, and document a denial from them, before CCA reimbursement shall occur. Exceptions to this rule must be authorized by the President.
- J. Deadline for Filing Member Expense Statements:

1. All Member Expense Statements must be filed within thirty (30) days of the end of the month in which they are incurred;
 2. No Member Expense Statement may be processed after that 30-day period unless accompanied by a letter stating the extenuating circumstances for the late report;
 3. Member Expense Statements filed more than sixty (60) days after the end of the month in which they are incurred shall require approval by the Board. This approval is not automatic; therefore, those submitting late Member Expense Statements must recognize that they may not be reimbursed should they submit forms after the 60-day deadline;
 4. Recurring Late Expenses: Upon a member's third appeal to the Board for reimbursement of late expenses, the CCA Treasurer shall contact the member and offer appropriate assistance.
- K. Prohibitions: Personal expenses, airline club dues, traffic fines, tips in excess of 18%, refreshments, hotel room movies, luggage, alcohol (unless reasonable in cost and consumed during business entertainment activities), parties, gifts, and first-class travel.
- L. Exceptions: Any exceptions or variations from the above rules covering travel and other expenses shall be allowed only by authorization of the Board.
- M. Confidentiality: The CCA Treasurer shall present summaries of expenses as well as problems/concerns to the Budget Committee. Names shall be held confidential.
- N. All expenses relating to governance shall be pre-approved by the CCA President and the CCA Treasurer prior to CTA drafting any check.

Rule 2-4: Association Credit Cards, Member Expense Statements, and Officer Itineraries

A. Credit Cards:

1. Credit cards shall be issued as follows:
 - a. The CCA President and Vice President shall be given a CCA credit card furnished by CTA and billed to CCA. No personal expenses may be charged on the association credit card.
 - b. The CCA Treasurer shall be given a CCA credit card which shall be used exclusively for purchasing airline tickets for CCA members through the Southwest Airlines Business account (SWABIZ).
 - c. Credit card use shall be governed by IRS regulations, CTA policies and CCA Officers' Business Expense Considerations.
 - d. No other CCA credit cards shall be issued.
2. CCA Officers' credit cards shall not be used to pay for any organizational event without prior funding authorization of the event from the Budget Committee.
3. Violations of the CCA credit card policy may result in the cancellation of the card, withdrawal of credit card privileges, and possible action against the cardholder. In all cases of misuse, CCA reserves the right to recover any monies from the cardholder including deduction from future reimbursements.

B. Member Expense Statements and Itineraries:

1. All Officers and others with CCA reassigned time shall submit on a monthly basis a detailed expense account and itinerary to the CCA Treasurer. These accounts and itineraries shall then be forwarded to the Board. All expenses other than the Treasurer's shall be reviewed and approved by the Treasurer. The Treasurer's expenses shall be reviewed and approved by the President.
2. When the CCA Treasurer experiences a planned time-off of duties, the CCA President will be asked to sign off on all MES and other items necessary for the daily running of the CCA. If the amount is over \$1,000, the CCA President will ask for one of the other two officers (Vice-President/Secretary) to co-sign authorizations. An email of each

transaction will be copied to the CCA Treasurer so they will have documentation of items approved.

3. In any expense dispute, the Board shall make the final decision.
- C. All CCA itemized financial records, such as credit card statements, shall be distributed and collected at the Board meeting.
- D. Travel Agent Services:
 1. The CCA travel agent is available to CCA Board members who may wish to use the services for CCA travel.

Rule 2-5: CCA Officers' Business Expense Considerations

General Information

A. Accountable Plan

1. Charged or reimbursed expenses must be accounted for on a timely basis (within 60 days) and include a valid Association business connection related to the duty of the Officer.
2. The CCA reimbursement policy shall be followed with regard to timelines and documentation requirements, including the need for itemized receipts and invoices.
3. Only valid business expenses such as reasonable (as recommended by the Budget Committee and adopted by the Board) lodging and meals shall be charged on the credit card or submitted for reimbursement.
4. Unsubstantiated and/or unauthorized expenditures or advances shall be, as per IRS regulations, reported as income on the member's IRS Form 1099.
5. Each officer's detailed expense account together with the required documentation, must be submitted for review and signature approval before payment is made and/or charged expenses are cleared. The reviewer is responsible to ensure that the expenses are reimbursable under this policy, to validate that the expense report has been filled out properly (including the required documentation and receipts), and to verify that the expenses are reasonable and necessary.

B. Credit Card Policy

1. The CCA Board shall establish credit card limits annually in accordance with the Budget.
2. Under IRS guidelines, CCA shall treat all credit charges as "advances."
3. A CCA credit card may be used for payment of group meals at offsite leadership meetings, as long as the business purpose is identified and a list of the members in attendance is included. Per IRS regulations, meals for guests such as spouses, companions, and dependents, are not valid business expenses and shall not be charged on the CCA credit card.
4. Inappropriate charges shall be addressed with the Board on a timely basis.
5. Cash withdrawals and debit cards are prohibited.
6. Credit card expenditures must be reconciled and submitted within 60 days of the close of the month the charge was incurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder. At the end of 60 days, the card may be canceled if no report has been submitted. At the end of 120 days, the amount charged will be treated as an unsubstantiated expenditure (see 2-5.A.4. above).
7. Both the President and the Treasurer shall fully review the credit card statement before disbursing funds.
8. Cardholders are expected to exercise prudent business judgment regarding expenses covered by this policy. The business activity or connection must be necessary in the performance of the cardholder's duties or responsibilities, and there must be a clear business purpose for the expense.
9. The Budget Committee shall annually propose for approval by the Board the monthly credit limit for each corporate credit card, not to exceed \$7,500 per card holder.

10. Both the name of CCA and the Officer shall be displayed (embossed) on the corporate card.
 11. The corporate card account shall be under the CCA EIN (Employer Identification Number).
 12. Cardholders shall have on file with CCA/CTA an IRS Form W-9 in order to receive a card. This is required in the event that CCA must report imputed income to the IRS for non-compliance with the Accountable Plan.
 13. Cardholders not in compliance with this policy risk suspension of the card and potential legal ramifications.
 14. Lost or stolen cards must be reported immediately to the President and Treasurer. The support staff will then be directed to cancel the card.
 15. Prior to departure or termination of duties, a cardholder must ensure their account is settled. The card must be surrendered upon request by majority vote of the Board, or by any two officers if immediate action must be taken.
- C. Officer expense accounts may be used for any expense reasonably related to their position and not already covered by another budget line item. "Reasonably related" includes, but is not limited to, attending meetings, conferences, or actions to participate, present, and/or network as an officer of CCA. Specifically, the CCA president and vice-president are authorized to use their officer accounts to attend CTA Board meetings, CTA State Councils, Board of Governors' meetings, and Chancellor Consultation Council meetings.
- D. Larger officer expenses shall require Board pre-approval for any expense over \$1500 and shall be reported for delegate information at the next CCA Council.

Rule 2-6: Procedures to Obtain CCA Support for Chapter Actions

In the event that a CCA chapter needs emergency financial assistance beyond what is provided by CTA as described in the CTA Organizational Handbook Standing Rule 4-6, the chapter may apply for emergency financial assistance from CCA.

- A. **Application.** As soon as it becomes apparent to the chapter that it must undertake concerted action requiring substantial support, including financial resources, from the Association beyond that of professional staff assistance which may be requested through normal channels, the chapter president with the assistance of their primary contact staff shall file a crisis application with the CCA President. Such notice should:
1. Be in writing;
 2. Be given at the earliest indication of need;
 3. State the nature and cause(s) of the crisis;
 4. State the extent of chapter efforts to resolve the problems and difficulties which necessitate the contemplated concerted action;
 5. State the degree and manner of involvement of regional resource center personnel;
 6. Specify chapter membership authorization of, and commitment to, the contemplated concerted action;
 7. Detail the concerted action plan, including projected costs;
 8. Specify the nature, type, level and/or amount of assistance requested of CCA;
 9. Explain the concerted action plan in terms of objectives sought and the possibilities of their attainment, the seriousness of the issues

balanced against the risks of the contemplated concerted action; and

10. Be consistent with CCA/CTA policy.

- B. **Funding.** Funds for the implementation of this Standing Rule may be derived or authorized from the CCA Crisis Assistance budget.
- C. **Emergency Authorizations.** The CCA President and Treasurer may initiate action pursuant to an oral request for assistance in emergency situations, provided that written requests as set forth above will be sent by the Chapter immediately thereafter. Such emergency authority is limited to \$500 and shall not constitute a commitment for additional funds and/or support from the Crisis Assistance Task Force.
- D. **Review.** The Crisis Assistance Task Force shall:
1. Evaluate the chapter's plan for concerted action within the context of the requirements set forth above and in accordance with the Crisis Assistance Panel's "*Guidelines for Chapters Requesting Crisis Assistance.*"
 2. Any allocation of funds is limited by
 - a. the amount of funds available,
 - b. other actual or anticipated demands upon the crisis fund,
 - c. the extent of the chapter financial commitment, and
 - d. the approval of the chapter's plan for concerted action.
 - e. Nothing within this Rule shall obligate the association beyond its budget authorizations or contradict actions taken by the Board of Directors.
 3. Administer CCA emergency funds in and for California under policies and procedures approved by the CCA Board of Directors.
- E. **Disbursement of Funds.** The form and amount of monetary assistance to chapters and their individual members shall be as determined by the Crisis Assistance Panel. Only the CCA Treasurer and/or CCA President may release monies from the crisis fund. The release of funds shall be upon the recommendation of the Crisis Assistance Panel and within the limits specified by the CCA Board of Directors. Funding from CCA is intended to augment the existing funding provided by CTA and/or NEA.
- F. **Reservation of Rights.**
1. In the event that legal process in a given case is served under circumstances which may expose the treasury of CCA to liability, the Board of Directors shall have the right to modify CCA's support of the chapter action in order to minimize or eliminate that exposure.
 2. At no time should a CCA/CTA chapter commit itself to an action that in any way directly or residually would place CCA, CTA, and NEA in legal jeopardy. (Examples: Coalitions, formalized pacts, etc., which may carry legal responsibilities.)
 3. The CCA Crisis Assistance Fund is for chapters and not individual member(s).
- G. **Legal Services.** When a chapter contemplates utilization of an attorney during a crisis situation and will use crisis funds for such expenses, the following restrictions shall be observed:
1. The office of the CTA Chief Counsel, Legal Services, must be consulted.
 2. Attorneys from the list supplied by the office of the CTA Chief Counsel, Legal Services, must be used except as otherwise agreed to by the Chief Counsel.
- H. **Relief Funds.** When a chapter contemplates the establishment of a local relief or assistance fund to be utilized during a crisis situation, the following guidelines should be considered:
1. The local chapter should establish internal operating procedures prior to soliciting and disbursing of voluntary contributions from members and other interested parties.
 2. The chapter should establish some method of acknowledgment for those who contribute to the fund.

3-SERIES: ASSOCIATION BUSINESS

Rule 3-1: Compensation

- A. Reassigned time: Reassigned time shall be negotiated at the part-time back-fill rate of reimbursement to the district.
1. Reassigned time shall be provided to the following positions:
 - 1) President: 100%
 - 2) Vice President: 80%
 - 3) Secretary: 40%
 - 4) Treasurer: 60%
 - 5) Conference Chair: 20%
 2. CCA officers are expected to perform work commensurate with their reassigned time. Since CCA maintains a 40-week calendar, 100% reassigned time roughly correlates to 36 hours/week (based on 36 weeks x 40 hours/week / 40 weeks).
 3. Officers (full- and part-time faculty members) shall have their loads compensated by reassigned time if allowable by their district(s). If their district(s) do not allow the purchase of reassigned time, they will be paid by stipend. If there is any remaining percentage of the officer's position not covered by the district(s), it shall be paid by stipend.
 4. Officers receiving reassigned time who wish to vacate their positions shall complete their obligation to CCA members until December 31 for Fall semester and May 31 for Spring semester. Exceptions to this rule may be granted by the CCA President with the approval of the Board.
 5. If the appointment of an interim officer is approved by the Board during the summer, they shall receive half of the fall semester's reassigned time or stipend for work performed up through the fall conference. The person elected at the fall conference to serve the remainder of the term shall receive the remaining half of the fall semester's reassigned time.
 6. Directors' Stipends: CCA directors who serve for a full semester shall receive a \$750 per semester stipend for performing their duties as defined by the Bylaws (IV.C.4.), not to exceed \$1500 per academic year.
 7. If the appointment of an interim director is approved by the Board during the summer, they shall receive \$500 for work performed up through the Fall conference, and the director who is seated after the Fall conference shall receive \$250 for work performed after the Fall conference.
 8. Officers' Summer Duties and Compensation
 - a. Summer is defined as a two-month period between academic years.
 - b. The following stipend amounts shall be paid to the officers for work performed during the summer months:
 - 1) President: \$6000
 - 2) Vice President: \$6000
 - 3) Treasurer: \$3000
 - 4) Secretary: \$3000
 - c. Summer duties of the officers generally include:
 - 1) Attend June State Council (President and Vice President)
 - 2) Implement action plan derived from CCA Planning Meeting (President, Vice President, Secretary, Treasurer)
 - 3) Attend NEA Representative Assembly (President)
 - 4) Attend two CTA Board Meetings (President and Vice President)

- 5) Attend two Council of Faculty Organizations & Consultation Council meetings and one Board of Governors meeting (President and Vice President)
 - 6) Plan and facilitate CCA strand at CTA Presidents' Conference (President, Vice President, Secretary, Treasurer)
 - 7) Facilitate interim Legislation process (Vice President)
 - 8) Attend Officers' meetings (President, Vice President, Secretary, Treasurer)
 - 9) Perform officers' duties as needed per the Bylaws (President, Vice President, Secretary, Treasurer)
9. All Building Strong Locals and California Leadership Academy Coordinators shall receive a \$750 per semester stipend, not to exceed \$1,500 per year.
 10. All those serving as CCA committee chairs or in equivalent leadership positions, excluding officers and the Conference Committee chair, shall receive a \$500 per semester stipend, not to exceed \$1,000 per academic year.
 11. Compensation for committee membership:
 - a. The CCA Part-Time Director North and Part-Time Director South shall receive a \$50 stipend per Council committee meeting attended, unless they serve as the Chair of that committee;
 - b. Other CCA members serving on Council committees, who are not otherwise compensated by NEA/CTA/CCA, shall receive a \$50 stipend per meeting attended.
 12. The Treasurer shall submit stipend invoices to CTA by December 1 for Fall semester and May 15 for Spring semester.
 13. Attendees of virtual CCA Board meetings and virtual CCA Committee meetings shall be offered gift cards for meals, not to exceed \$35 per meal. Members should be aware that gift cards are considered taxable income.
- B. While serving in an official capacity for CCA, CCA encourages members to not exceed 100% load.

Rule 3-2: Office Expenses

- A. Equipment:
 1. CCA officers and directors may request reimbursement for technology and peripheral equipment for CCA work;
 - a. Reimbursement shall be limited to a maximum of \$1500 every three years;
 - b. Exceptions may be granted due to damage or inadequate equipment; requests for approval shall be submitted to the CCA President and Treasurer prior to purchase, and to the CCA Vice President if the purchaser is the CCA President or Treasurer;
 - c. Any Board member wishing to appeal the decision in SR 3-2.A.1.b. may appeal to the CCA Board of Directors, whose decision shall be final;
 - d. If new CCA officers or directors already own such equipment, they are encouraged not to purchase new equipment but may purchase equipment upgrades.
 2. CCA officers and directors may request to purchase or update CCA business-related software not to exceed \$200 every two years; requests for approval shall be submitted to the CCA President and Treasurer prior to purchase;
 3. CCA-owned equipment purchased for an officer or director may be purchased from CCA. Such purchases are to be made at straight line depreciation for two years at a rate of fifty percent (50%) depreciation per year. After the two-year period, the officer or

director can choose to keep the equipment, pass it on to another officer or member of the Board, or return it to the Association.

4. Receipts are required for all purchases and must accompany the MES.
5. Upon request, BSL and CLA coordinators may borrow CCA-owned laptops for use in their positions during their time of service as a coordinator. Laptops must be returned upon conclusion of service.

B. Cell Phones:

1. CCA shall provide each officer a cell phone for CCA business upon request.
2. Cell phone plans shall include unlimited calls, texts, and data.
3. Phones and plans shall be paid by CCA and remain the property of CCA and shall be returned when the officers leave office.
4. CCA phones shall not be used for non-CCA business.
5. If an officer chooses not to use a CCA-provided phone, they shall be reimbursed for an unlimited data plan on their personal phone.

C. Supplies: The CCA officers and board members shall be reimbursed for office supplies, such as paper, printer ink, or copying costs. If over \$100.00, prior approval of the CCA President or CCA Treasurer is required. The board members and committee chairs shall be reimbursed for office supplies with prior approval of the Treasurer. Receipts are required for all purchases and must accompany the MES.

D. Postage and mailings: CCA Officers and board members shall be reimbursed for postage and mailings for CCA business. If over \$25.00, prior approval of the CCA President or CCA Treasurer is required. Receipts are required for all purchases and must accompany the MES.

E. Email: CCA officers and board members shall use non-school email to conduct CCA business.

F. The CCA office shall provide Officers and Board members with business cards and permanent name badges.

4-SERIES: CCA OPERATIONS

Rule 4-1: Attendance Procedures

A. Officers and Board Members:

1. Attendance shall be recorded at each Board meeting;
2. All Board members must indicate to CCA staff, at least one week in advance, whether they will attend the meeting in person or virtually;
3. Any Board member not able to attend a board meeting (in person or virtually) must inform the CCA President in writing prior to the meeting or within seven (7) days after the meeting of their inability to attend and the specific reasons which prohibited them from fulfilling their Board responsibility;
4. If a Board member is absent and does not follow rule number two, the CCA President shall send a letter to the member by certified mail informing them of Standing Rule 4-2. A copy of the letter shall be sent to the chapter presidents of the electoral district and to the CTA District Q Director;
5. Job Abandonment: After a Board member has been absent for two or more meetings without notifying the CCA President and has not responded to two certified letters from the CCA President requesting the reasons for the absences, the Board shall review the circumstances presented and shall determine whether or not to declare a vacancy;
6. Follow-up to Declaration of Vacancy: If the Board declares a vacancy, the process outlined in the CCA Bylaws, Article IV. D. shall be applied. The President shall inform the CCA Election and Credentials Committee of the Board's action and shall follow the appointment process, if applicable, and hold an election for this position according to the CCA Bylaws.

B. Council Delegates:

1. Chapter presidents shall submit a list of delegates and alternates at least ten (10) days prior to the Council. The number and selection of delegates by each chapter is determined by the CCA Bylaws.
 - a. Alternates
 - i. In addition to delegates, a chapter may include a list of alternates in the order the alternates shall be changed to delegates if needed.
 - ii. If a delegate cancels prior to the beginning of the conference, the delegate is responsible for contacting their chapter president. The chapter president is responsible for notifying the next alternate and coordinating the change with CCA conference staff and the CCA Elections and Credentials Committee Chair.
 - iii. If a chapter delegate has not signed in by the sign-in deadline on Saturday, and the chapter has a designated alternate who has signed in, the CCA Elections and Credentials Committee Chair shall then declare the delegate position vacant and fill the position with the alternate. The alternate shall then receive a delegate signifier so they can participate in the Council and elections.
 - iv. Replacement of delegates with alternates shall always follow the order submitted by the chapter president on the alternate list.
2. A record shall be maintained for the attendance or absence of each delegate at each Council meeting.
3. Council delegates are required to attend the full Council meeting to which they were elected as a delegate.
4. Failure to attend shall be reported to the appropriate chapter president and district director for resolution.
5. Unless excused by the CCA President, delegates who do not sign in to and sign out of Council shall not be reimbursed for their weekend expenses. A letter to this effect from the CCA President shall be mailed to the delegate within ten (10) days after receiving the attendance records from the CCA Treasurer.
6. An appeal may be filed in writing to the Board within fourteen (14) days. At the next Board meeting, the Board shall consider any extenuating circumstances and rule on the appeal. Such action shall be deemed as final.

C. Conference Attendees:

1. The Conference Committee shall provide a means for CCA members to sign in at conferences.
2. The registration table at each conference shall provide for sign-in.
3. Conference sessions/workshops shall also include a sign-in sheet.

Rule 4-2: Committees/Task Forces/Workgroups

- A. The Board develops operating procedures for standing committees. Included within the procedures, the following should be addressed: size of committee not to exceed seven (7) members; frequency of meetings; opportunity to meet outside the CCA Council; procedures for committee selection; and, other matters as the Board desires. (Council Motion, April 24, 1999)
- B. Establishment:
 1. The CCA Bylaws, Article VII establishes Council and Board committees;
 2. The Board may create additional Board committees, task forces and workgroups as it sees fit.
 3. Committee duties shall be stated on their respective web pages on the CCA website and updated by each committee chair as needed.
- C. Formation:

1. The President shall send a letter to former Council delegates requesting volunteers to serve as Chairs and members of Council committees (Council Motion April 24, 1999) with the exception of the CCA Legislation and Political Action Council Committee and the CCA Policy Committee, which shall be made up of CTA State Council members.
2. Standing Board committees shall be formed at the May/June Planning Session of the Board.
3. Council committee chairs should be appointed at the May/June planning session and should compose committee membership by the September Board meeting.
4. Only Board members shall serve on Board committees.
5. A Board member may sit on at most one CCA Council Committee as a regular member unless otherwise specified in the CCA Bylaws.
6. A Board member may attend any CCA Council Committee as a non-voting member if approved as per bylaw VII.A.3.iv.
7. CCA members who are not Board members should serve on no more than one committee in a single year.
8. Service on committees shall be from July 1st to June 30th of each year.
9. Council committees should reflect CCA membership in gender, race/ethnicity, part-time/full-time faculty status, and urban/rural distribution. (Council Motion April 24, 1999)

D. Meetings:

1. Council committees shall meet outside of Council/Conferences 2-4 times per year. (Council Motion April 24, 1999)
2. Chairs shall inform the Officers of times and locations of meetings. (Council Motion April 24, 1999)
3. Chairs shall inform the Officers if additional meeting days are needed. (Council Motion April 24, 1999)
4. Committee chairs and chairs of task forces and workgroups shall submit meeting dates and locations to the CCA President for approval:
 - a. Meetings shall be scheduled so as to avoid conflicts with other events on the CCA Calendar. Any changes to meeting dates should be done a minimum of five days prior to the current scheduled time and should take into consideration travel and hotel costs.
 - b. The approved schedule of meeting dates and locations, including any changes, shall be emailed to the CCA Secretary and the CCA staff person for inclusion in the CCA Calendar.
5. When approved, the chair shall inform all members of the committee/task force/workgroup as well as the ex officio members of the meeting date and location (including the number to call if this is a telephone conference call).
6. Reporting:
 - a. All committees, task forces, and workgroups shall generate a report for the next meeting of the board and/or council as appropriate. Reports shall list, in the following order, action items, referrals, and information items.
 1. Action items shall be motions that are submitted for approval by the Board of Directors and/or CCA Council;
 2. Referrals shall be items that are referred to the officers or another committee for further work;
 3. Information items shall be brief summaries of information for dissemination to the Board, Council, chapters, and/or members.
 - b. All committees, task forces, and workgroups shall take minutes that shall be electronically attached to their reports for the next board meeting. These reports and minutes shall be attached to the board minutes or council minutes for archiving.

7. Committees shall remain non-partisan, and no committee shall endorse any candidate in any CCA election. This does not prevent any member of any committee from endorsing, but their title as a committee member shall not be used in such an endorsement.
 8. Council Committees:
 - a. CCA council committees should meet at least once before each Council/Conference to conduct business;
 - b. The council committee may hold open forums at each CCA conference with a council meeting. These forums are to inform members of committee actions and positions and to get direction for future council committee meetings;
 9. The council committee shall include in its agenda for its next meeting any new proposals, suggestions, etc. submitted to it during the forums. No votes shall be taken and no motions shall be introduced in the open forum meetings.
 10. Meetings held via conference call or email:
 - a. Committee members must by a majority vote approve of meetings via conference call or email;
 - b. As in all meetings, the President must approve of the date and all ex officio members shall be informed by the chair of the date, time and any other pertinent information such as the code needed to access a conference call;
 - c. Committees must have at least one face-to-face meeting per year.
- E. Duties of Board Committees:
1. Budget Committee:
 - a. Shall oversee all budgetary activities of CCA;
 - b. Shall review and update the Board and Councils on changes to CTA and NEA Budget policies;
 - c. Shall assist in the development of the annual budgets;
 - d. Shall review monthly financial statements and general ledgers at least four times a year, including at each stand-alone Board meeting;
 - e. Shall explain any budget variances, whether in revenue or expenditure portions of the budget to the Board and Council.
 2. Conference Committee:
 - a. Shall plan, organize, and implement CCA Conferences as set by the Board;
 - b. Shall research locations and propose dates for future CCA Conferences at least two years in advance;
 - c. Shall determine Conference schedules following the templates designed by the Committee. Templates shall be set for each conference;
 1. At least one session or component per conference shall address part-time faculty issues;
 2. At least one session or component per conference shall address issues of equity and/or diversity;
 - a. Women's issues shall be represented in at least one conference per year;
 - b. LGBTQ+ issues shall be represented in at least one conference or standalone workshop per year;
 - c. BIPOC issues shall be represented in at least one conference or stand-alone workshop per year;
 - d. Undocumented student issues shall be represented in at least one conference or stand-alone workshop per year.
 3. A general Saturday morning session for elections shall be scheduled for each fall and spring council at which there is to be an election.
 - d. Shall provide Conference evaluations and review for future conference activities;
 - e. Shall report back to CCA Officers and Board on the success and recommended changes to conferences.

3. Communications Committee:
 - a. Shall research, design, and then review the production and distribution of new forms of communication which shall help CCA serve its members;
 - b. Shall liaison with CTA and NEA publications and other faculty associations to provide accurate and consistent information for publication about CCA issues, concerns, and/or activities;
 - c. Shall review and help implement changes to the design and content of the CCA website;
 - d. Shall ensure that all publications and the website are kept up to date and competitive with other faculty organizations and that any changes are made in a timely manner.
 4. Governance Committee:
 - a. Shall review and revise as needed all governing documents of CCA at least once every five years;
 - b. Shall consider all proposed amendments and changes to CCA's governing documents;
 - c. Shall review the governance structure and geographical districts of CCA every three years for adherence to CCA, CTA, and NEA policies;
 - d. Shall bring forth all revisions and suggested changes to the Board and Councils, and advise these bodies of any compliance issues. Changes and/or additions to governance documents shall be reported in the Board and/or Council minutes with the modification added as an appendix;
 - e. May conduct hearings on any proposed changes to governing documents;
 - f. Shall provide oversight of all CCA conducted elections;
 - g. Shall assist in certifying delegates at CCA Councils;
 - h. Shall work to maintain the integrity of all matters of the Association pertaining to Governance.
- F. Reporting:
1. The Board Committee Chairs shall provide the Board with minutes on the Saturday following the Friday Committee meetings. Minutes of all other committee meetings shall be provided to the Officers within two (2) weeks of the committee meeting;
 2. Whenever possible, Council committees should prepare motions and other action items so that they can be distributed thirty (30) days in advance of the Council;
 3. Any motion or other action item not meeting the 30-day deadline shall be available at the time of registration on the Friday before the Council;
 4. Committee Chairs shall record ideas discussed in the open forums and report those ideas back to the committee for future deliberation. (Council Motion, April 24, 1999)
- G. CCA members who are not appointed to a committee/task force/workgroup may attend any open committee/task force/workgroup meeting.
1. They should introduce themselves to the committee/task force/workgroup chair before the start of the meeting;
 2. They should not enter into committee/taskforce/workgroup discussions unless the chair calls upon them;
 3. Visitors may be asked to leave at any time at the discretion of the chair;
 4. Printed materials are for committee/task force/workgroup members. (The visitor may request copies be sent to them should there be insufficient numbers available at the meeting for distribution to visitors.);
 5. Chapters may send members to attend committee/task force/workgroup meetings at the chapter's expense. Individual members may attend at their own expense. CCA only reimburses expenses for committee/task force/workgroup members or guests invited by the chair of the committee/task force/workgroup.
- H. The chair may call for a closed committee/task force/workgroup meeting if:

1. The agenda is limited to orientation of the committee/task force/workgroup members;
 2. The chair at their discretion determines that portions of a regular meeting shall deal with confidential issues, personnel, or individual problems.
- I. Task forces:
1. A task force is a restricted, special committee appointed to meet a particular short-term need, whose existence automatically terminates upon completion of its charge;
 2. A task force may be re-established for a second year if necessary;
 3. If a third year is required for the charge to be completed, the Board shall consider changing the task force to an ongoing Board committee.
- J. A workgroup is a committee comprised of appointed members and staff to meet a specific short-term objective, whose existence automatically terminates upon the completion of the task.

Rule 4-3: Academies

- A. In order to train upcoming leaders, there shall be a Building Strong Locals Academy and a California Leadership Academy, conducted in alternating years.
- B. The Building Strong Locals Academy (BSL) is designed to train and empower faculty members with an emphasis on strengthening local chapters.
- C. The California Leadership Academy (CLA) is designed to train faculty members in advanced leadership skills, the history of unionism, and the structure of statewide organizations.
- D. Academy coordinators shall be responsible for:
1. Calling meetings and setting agendas with input from CCA officers, CCA Board, CTA staff, and others as appropriate;
 2. maintaining accurate records, including attendance and Academy proceedings;
 3. fostering communication among Academy attendees and with the CCA Officers and ensuring invitations are sent to all attendees and guests;
 4. adhering to all applicable CCA/CTA/NEA policies;
 5. updating and maintaining currency of the Academy page on the CCA website;
 6. providing a report at the CCA Board meeting preceding each conference, and at each CCA Council meeting, that summarizes important information for dissemination or action by the Board, Council, chapters, and/or members.

Rule 4-4: Board Operations

- A. A rough draft of Board meeting minutes shall be sent to the Board by the Secretary within two weeks after the conclusion of the Board meeting; this draft does not need to include written reports or any addendums.
- B. The complete minutes of each Board meeting, including written reports and addendums, shall be submitted in time for inclusion in the Board packet of the next meeting.
- C. Board Directors, officers, and Liaisons shall submit written board reports at least two weeks prior to the Board meeting.
- D. Board packets shall be sent to the Board members one week prior to the Board meeting.

5-SERIES: ADDENDUMS

Rule 5-1: Forms

- A. In an effort to ensure consistency and that a historical record is maintained, CCA has adopted the following forms to be used for all reporting of CCA activities:
1. At-Large Director Report Form;
 2. Board Committee Report Form;
 3. Conference Attendance Report Form;
 4. Council Committee Report Form
 5. Credit Card Agreement Form
 6. Geographic Director Report Form;
 7. Officer Report Form;
 8. Recall Petition Form;
 9. CCA Official Teller's Report;
 10. CCA Innovative Grant Form;
 11. CCA Committee Minutes Template;
 12. Member Expense Statement (conference);
 13. Member Expense Statement (non-conference);
 14. Conference Session Proposal Form.
- B. All submitted forms are to be attached to the minutes of the meeting where they are presented and shall become part of the official minutes.
- C. All action items or motions within the forms are to be logged by the Secretary in the minutes of the meeting where they are passed and also included in the meeting's Summary of Motions.
- D. The CCA Forms and Instructions shall have the same force and effect as this Standing Rule and is hereby incorporated into this Rule by reference thereto.
- E. These are the approved CCA forms. Any revisions to these forms must be approved by the CCA Board of Directors.

6-SERIES: ELECTIONS MANUAL

The CCA Elections Manual shall have the same force and effect as this Standing Rule and is hereby incorporated into this Rule by reference thereto.

HISTORY OF CHANGES TO STANDING RULES:

March 17, 2007	March 10, 2018	October 9, 2020
September 6, 2008	June 9, 2018	November 14, 2020
September 12, 2009	September 7, 2018	February 20, 2021
September 11, 2010	November 17, 2018	March 13, 2021
February 7, 2014	February 8, 2019	June 12, 2021
March 21, 2015	March 16, 2019	September 18, 2021
September 12, 2015	April 26, 2019	November 20, 2021
November 7, 2015	September 7, 2019	January 8, 2022
February 19, 2016	October 11, 2019	February 11, 2022
February 24, 2017	November 16, 2019	March 19, 2022
March 11, 2017	February 7, 2020	April 29, 2022
September 9, 2017	March 14, 2020	May 1, 2022
November 4, 2017	May 30, 2020	September 18, 2022
February 9, 2018	August 29, 2020	

