

Adopted Bylaws of Lodi Education Association LEA/CTA/NEA

I. NAME AND LOCATION

The official name of this Association shall be the Lodi Education Association/CTA/NEA in San Joaquin County.

II. PURPOSES

The primary purposes of this Association shall be:

1. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
5. To provide a means of representation for its ethnic-minority members;
6. To promote professional attitudes and ethical conduct among members;
7. To encourage cooperation and communication between the profession and the community; and
8. To foster good fellowship among members.

III. AFFILIATION WITH CTA/NEA

1. The Lodi Education Association shall be a chartered chapter of the California Teachers Association (CTA).
2. The Lodi Education Association shall be an affiliate local association of the National Education Association (NEA).

IV. MEMBERSHIP

1. There shall be categories of membership in the Association: Active and Associate.
2. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Lodi Unified School District, and whose primary assignment is such as not to hold

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evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.

3. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.
4. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
5. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
6. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association, and is not an Active member.
7. Active members shall adhere to The Code of Ethics of the Education Profession. (See appendix A)
8. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
9. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
10. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.
11. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

V. DUES, FEES, AND ASSESSMENTS

1. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
2. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the active membership of the Association at the last regular meeting of the school year. A two-thirds (2/3) vote of the members voting shall constitute approval of any dues changes for the following fiscal membership period.
3. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Association/CTA/NEA dues.
4. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory

arrangements for payment, then that person's membership shall be considered delinquent and the name shall be added as an agency fee payer.

5. Members who annually pay dues in cash have until October 1 of any calendar year to pay full dues in cash or to make satisfactory arrangements for payment. If a unit member does not remit payment or make arrangements, the Association may request the district to reduce the order for the employee's salary payment by an amount equal to the Association's service fee for payment to the Association.

VI. BUILDING REPRESENTATIVES

1. Building representatives shall be elected by and from the Active membership for each site. Such election shall be by open nominations and by secret ballot.
2. Each building unit shall be entitled to at least one representative and shall have one representative for each ten (10) Active members on the faculty, or major fraction thereof.
3. Active members who are not represented through an individual school site group shall be counted as a special faculty/site/site unit group entitled to the same representation on the Representative Council as individual school faculty groups.
4. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
5. Faculty/Site/Site Unit Representatives shall:
6. Attend the regular meetings of the Representative Council.
7. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
8. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
9. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
10. Perform such additional duties as prescribed by the Executive Board.
11. A Faculty/Site/Site Unit Representative may not conduct an election in which he/she is a candidate.

VII. REPRESENTATIVE COUNCIL

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
2. The Representative Council shall be composed of the following Active members:

- a. Executive Board, ex-officio;
 - b. Building Representatives elected on the basis of one-person one-vote;
 - c. Committee Chairpersons, ex-officio non-voting;
 - d. At-large ethnic minority representatives (as required by Article XV); and
 - e. Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio non-voting.
3. The Representative Council shall:
 - a. Establish Association policies and objectives;
 - b. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - c. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 - d. Establish the dues of the Association.
 4. The Representative Council shall meet at least once each school month; the number, place and time of meetings to be decided by the Executive Board.
 5. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
 6. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
 7. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two working days prior to the date of the meeting.
 8. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
 9. A quorum for all meetings of the Representative Council shall consist of 33% of its voting members as of September 15 for the entire school year.
 10. Members of the Representative Council shall serve a term of one year.
 11. Powers not delegated to the Executive Board, the officers or other groups in the Association shall be vested in the Representative Council.

VIII. OFFICERS

1. The officers of the Association shall be a President, a Vice- President, a Secretary, and a Treasurer.
2. These officers shall be and remain currently paid-up local, state, and national (Active) members in good standing as a condition for nomination to and service in their respective positions during their terms of office.

3. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
4. Officers shall be elected for a term of two (2) year(s), commencing no later than June 15 of any calendar year.
 - a. The President and Vice President shall be elected to concurrent terms.
 - b. The Secretary and Treasurer shall be elected to concurrent terms.
 - c. Officers may be elected to no more than three (3) consecutive terms with no more than 6 years consecutive service in a single office.
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, including Vice President, a special election shall be held to elect successors to fill the unexpired terms.
6. The President shall be the chief executive officer of the Association and its policy leader.
7. The President shall:
 - a. Preside at all meetings of the Association, the Representative Council and Executive Board;
 - b. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
 - c. Be the official spokesperson for the Association;
 - d. Be familiar with the governance documents of the Association, CTA, and NEA;
 - e. Be an ex-officio member of all standing committees and the bargaining team;
 - f. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
 - g. Appoint the chairperson and members of the bargaining unit with the approval of the Executive Board by the beginning of each school year;
 - h. Call meetings of the Association, Representative Council and the Executive Board;
 - i. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
 - j. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - k. Attend meetings of the Service Center Council of which the Association is a part; and
 - l. Attend other CTA/NEA meetings as directed by the Representative Council.
 - m. The President will receive a stipend for days worked beyond his/her contractual year.

- n. Rate of stipend will be based on \$2000 per year starting with 1996-97 as the base year, and increased by index from any local association dues increase for 1997-98 and continuing in this manner for subsequent years.
 - o. The President will work 215 days.
8. The Vice-President shall:
- a. Serve as assistant to the President in all duties of the President;
 - b. Assume the duties of the President in the absence of the President;
 - c. assist with the formation and distribution of the Association's calendar of activities;
 - d. Serve as coordinator of committee activities including organizing at the direction of the President;
 - e. Shall give an oral report at each regularly scheduled Executive Board and Representative Council meeting;
 - f. Attend at least half of the regularly-scheduled School Board meetings that take place during the 10 months of the standard school year. The President and Vice-President will mutually decide which meetings the Vice-President should attend;
 - g. Be responsible for establishing a list of Building Representatives and alternates for each school site; and
 - h. The Vice President shall receive a stipend of \$2400 per calendar year.
9. The Secretary shall:
- a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
 - b. Shall assist with the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
 - c. Keep an accurate roster of the membership of the Association and of all committees; and
 - d. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
 - e. Receive a stipend of \$2,400 per calendar year for performance of these duties.
10. The Treasurer shall:
- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
 - b. Pay out such funds upon orders of the President;
 - c. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;

- d. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership;
- e. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law; and
- f. Receive a stipend of \$2400 per calendar year.

IX. EXECUTIVE BOARD

1. The Executive Board shall be composed of the elected officers, grade level at-large directors, State Council Representatives (or their Alternates elected at large from the Active membership, as long as this complies with the “one-person – one-vote” rule.)
 - a. State Council Alternates may only vote when a member of State Council is absent from an Executive Board meeting.
 - b. If more than one Alternate is present, Alternates vote in the order of their election.
2. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members in good standing as a condition for nomination to and service in this position.
3. The At-large grade level directors of the Executive Board shall be elected with open nominations and by secret ballot by the members of each designated grade span, with the exception of the Special Education, itinerant/non classroom, and at-large ethnic-minority members, who, , shall be elected by the general membership.
 - a. The Executive Board shall be comprised of the following members:
 - i. Two (2) at-large high school directors, one elected from Lodi schools, and one elected from Stockton schools.
 - ii. Two (2) at-large middle school directors, one elected from Lodi schools, and one elected from Stockton schools.
 - iii. Four (4) at-large elementary directors, two (2) elected from Lodi schools, and two (2) elected from Stockton schools.
 - iv. One at-large Special Education director.
 - v. One minority-at-large director.
 - vi. One non-classroom teacher/itinerant teacher/instructional coach director
 - b. At-large directors must be assigned to a teaching position in the grade span they represent for the duration of their term.
4. For the purposes of determining geographic boundaries (Lodi/Stockton), all schools north of Eight Mile Road shall be considered “Lodi” schools. All schools south of Eight Mile Road shall be considered “Stockton” schools. The Directors of the

Executive Board shall be elected for a term of two year(s), commencing no later than June 15 of any calendar year.

- a. This bylaw will go into effect with the 2014-15 school year.
 - b. In the first election cycle of elections, 50% of the directors will be elected to one year terms to create a staggered election cycle in subsequent years. Random lot shall be used to determine which seats will be a one year terms in the first election.
5. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.
6. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
7. The duties and the responsibilities of the Executive Board are:
- a. Coordinate the activities of the Association;
 - b. Act for the Representative Council when school is not in session;
 - c. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
 - d. Approve appointment and removal (2/3 vote) of bargaining team members;
 - e. Recommend a budget for the Association to the Representative Council;
 - f. Approve all appointments to and removal of committees, including chairpersons;
 - g. Adopt the Standing Rules for the Association;
 - h. Adopt grievance procedure;
 - i. Direct the grievance activities of the Association; and
 - j. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
 - i. A non-budgeted expenditure in excess of \$500 shall be approved by the Representative Council.
8. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

X. MEETINGS OF THE GENERAL MEMBERSHIP:

1. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the Active membership.

2. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days before the meeting except during crisis situations.
3. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.

XI. BARGAINING TEAM

1. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
2. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
3. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team.
4. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
5. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
6. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
7. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Active membership.
8. Employees in the bargaining unit shall be surveyed to determine contents of the proposed contract demands.
9. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
10. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

XII. GRIEVANCE PROCESSING

1. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
2. These procedures shall include, but not be limited to, the following:

- a. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
 - b. Training for handling grievances; and
 - c. Evaluation of the Association's grievance policies and procedures.
3. The Executive Board shall evaluate grievances when consideration is being given to arbitration. In evaluating potential arbitration, these criteria shall be considered:
- a. Does it have serious implications for other members and does it involve an important rule regulation or working condition? Is it precedential or incidental?
 - b. Can sufficient documentation be obtained in support of the member's case and what are the prospects for success when the grievance is pressed to arbitration?
 - c. What are the probable consequences for the Association if the grievance is either pressed to conclusion or not supported?

XIII NOMINATIONS AND ELECTIONS

The chapter president must provide Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

1. There shall be an appointed Elections Committee.
2. Elections shall be conducted with:
 - a. Open nomination procedure;
 - b. Secret ballot;
 - c. All Active member vote;
 - d. Record of voters receiving or casting ballots; and
 - e. Majority vote, unless otherwise specified.
3. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
4. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
5. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines.
 - a. The Executive Board may waive the election for Local Delegate to the NEA Representative Assembly if the number of declared candidates is equal to less than the number of positions to be filled.

6. The duties of the Elections Committee shall be to:
 - a. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 - b. Establish election timelines;
 - c. Develop and carry out timelines and procedures;
 - d. Prepare ballots for election of officers and such other elections as may be necessary;
 - e. Count the ballots and certify the results; and
 - f. Handle initial challenges.

XIV. COMMITTEES

1. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
2. Each committee shall submit periodic reports to the Executive Board and Representative Council.

XV. MISCELLANEOUS PROVISIONS

1. The Representative Council and Executive Board shall strive to maintain a proportionate number of ethnic-minority representatives according to the Association's ethnic-minority membership.
2. .

XVI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVII. AMENDMENTS/PROCEDURES:

These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary (Secretary-Treasurer) and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

LEA Standing Rules

NOMINATIONS AND ELECTIONS

The Standing rules for Nominations and Elections shall be in accordance with the current latest CTA guidelines for local elections.

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year.
3. The Committee should be composed of at least three (3) members who are familiar with the unit operations, and who are not seeking election. Voting members of the unit's governing body (i.e.: Executive Board) are not permitted to be on a unit's elections committee.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) calendar day period between notice of election and the actual voting.
4. There shall be an all Active member vote. A member who is off-track or on dues paying leave shall be sent election information by mail to his/her last known residence.

5. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
7. If a roster/sign-up sheet of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools/work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not date postmarked) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;
 - g. Date by which to request a ballot;

- h. Date(s) when voting will take place;
- i. Deadline date (date received, not date postmarked), time and place for return of ballots;
- j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
- k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
- l. Dates and timelines for run-off election, if necessary; and
- m. Deadline for filing of challenges to initial election and run-off if held (date received, not date postmarked).

E. Finances and Use of Unit Resources

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. The use of links to any Association website by a candidate is prohibited.
5. Candidates cannot campaign on any chapter, Service Center Council, UniServ or district created social networking site.
6. District email addresses and/or systems shall not be used for campaigning.
7. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates. This prohibition includes candidate email addresses.

F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.

2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right to a list of the name and address of work sites and the number of Active members at each site for the purposes of campaigning.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.

In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.

2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Methods of Voting

1. Each method of voting must be included in your standing rules in order for your bylaws and standing rules to be in compliance with CTA.
2. All Active members must have an opportunity to vote. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
3. Voting shall be by one or a combination of the following methods:

a. At School/Work Site/Specified Voting Site

1) On Site Voting – Using Ballot Box

- a. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.

i. Voter Roster – List of eligible voters.

- ii. Voter Sign-up Sheet – List of eligible voters, which includes a place for a signature.
- b. The marked ballot must be returned to a designated site representative or ballot box.
- c. Campaign materials are not allowed in or near the polling area nor should campaign materials be distributed with ballots.
- d. Preliminary counts shall not be completed at school/work sites.
- e. Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted.
- f. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
- g. Refer to Section K for the “Counting of Ballots” procedures.
- h. After verification of signatures, all ballots shall be placed in one stack for counting.

2) On Site Voting - Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a. A list of current Active members shall be prepared, which includes each member’s name and school/work address.
- b. The voter shall be provided with the following:
 - i. A ballot;
 - ii. Instructions on:
 - 1. Folding and placing of the ballot in the unsigned inner envelope;

2. Placing of the unsigned inner envelope into the outer envelope;
 3. Signature and school/work site on the outer envelope addressed to the chapter; and
 4. Deadline date for receipt of the voted ballot at the chapter office.
- iii. A small envelope (inner envelope) in which to place the voted ballot; and,
 - iv. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c. Prior to the counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - d. The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e. All inner envelopes shall be placed in a separate receptacle.
 - f. The inner envelopes shall be slit and the ballots removed from the envelopes and placed in one stack for counting.
 - g. Refer to Section K for the “Counting of Ballots” procedure.
- b. Voting By Mail

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

1. A list of current Active members shall be prepared, which includes the following: name, school/work and home address.

2. A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
3. Each voter shall be provided with:
 - a. A ballot;
 - b. Instructions on:
 - i. Folding and placing of the ballot in the unsigned inner envelope;
 - ii. Placing of the unsigned inner envelope into the outer envelope;
 - iii. Signature and school/work site on the outer envelope addressed to the chapter; and
 - iv. Deadline date for receipt of the voted ballot at the chapter office.
 - c. A small envelope (inner envelope) in which to place the voted ballot; and
 - d. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
4. At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
5. The name on the official list should be marked to show that the voter has returned a ballot.
6. The outer envelopes shall then be opened and put in a separate stack for safekeeping.
7. All inner envelopes shall be placed in a separate container.
8. All inner envelopes shall be opened and the ballots removed from the envelopes and placed in one stack for counting.
9. Refer to Section K for the "Counting of Ballots" procedure.

I. Electronic Voting

Electronic voting is only permitted through the CTA Elections and Credentials Committee and CTA Board approval. See Requirements for Chapter Elections Procedures, Section VII.4., pages 4-5 for requirements.

J. Vote Requirement

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

1. A majority vote means more than half of the legal votes cast for each office/position on the ballot.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
4. For unit officers, the election will be by majority.
5. For State Council: The election will be by majority vote and will follow the requirements set forth in the CTA Elections Manual. (See the Election Timelines, Procedures, and Guidelines in Sections IV-9.2 and IV-9.3 of the CTA Elections Manual.)
 - i. If a unit is a single electoral district, the election for State Council Representative will be counted and reported by the chapter elections committee.
 - ii. If the unit is within a multiple unit electoral district, the election for State Council Representative will be counted and reported by the Service Center Council (SCC) elections committee. The chapter elections committee returns a signature and ballot verification sheet, voted ballots, and voter roster/sign-up sheets to Service Center Council Elections Committee by deadline date.
6. If no candidate receives a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled.
There shall be no provisions for write-in candidates in run-off elections.

7. For NEA Local Delegates, the election will be by plurality or majority vote with the determination to be made in advance of the announcement of the election by the local. Results must be sent to the CTA Governance Support Department.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be overseen by the Service Center Council. The local Elections Committee shall submit to the Service Center Council the voted ballots, signature sheets/rosters, and a signature and ballot verification sheet. The Service Center Council will forward the results to CTA.
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

K. Counting of Ballots

1. The Elections Committee shall verify signature sheets with ballots received, which should be completed immediately following the deadline for receipt of voted ballots.
2. Each office/position on the ballot shall be treated as a separate race. If a majority vote is required, it shall be calculated as more than half of the legal votes cast for each office/position on the ballot.
3. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - i. Member not listed on the voter roster;
 - ii. Voter's intent unclear;
 - iii. Votes cast for more than number allowed;
 - iv. Votes cast on unofficial ballot (probably reproduced);
 - v. Candidate is not a member.

4. Ballots set aside and not counted are:
 - i. More ballots than signatures;
 - ii. Ballot(s) received after deadline;
 - iii. Voting envelopes without a signature; and
 - iv. Ballots that are separated from roster/sign-up sheet.
5. After verification of signatures, ballots shall no longer be separated by site.
6. The Elections Committee should categorize each illegal ballot, make a determination of whether the vote(s) in that category should be counted separately, as listed in four (4) above, and make a note of the decision. The ballots should remain separate.
7. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
8. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site no later than five (5) calendar days following the counting of the ballots.
9. The ballots and voter sign-up sheets should be retained by the unit for one (1) year after the election.

L. Observers

1. Each candidate shall be allowed to have one (1) observer, who may be the candidate, at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results and has notified each candidate of the results. The observer must maintain the confidentiality of the election process.

M. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to NEA RA follow procedures in the CTA Elections Manual.
3. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number five (5).

The notification must be on the official CTA Challenge Form. (See Appendix R of CTA Elections Manual)

4. Upon receipt of the challenge, the unit's Elections Committee will notify all the candidates that a challenge has been filed and the nature of the challenge. The names of challengers and challenge forms shall remain confidential. Within ten (10) calendar days after receipt of the challenge, the Elections Committee shall determine if the challenge is valid, using the following procedures:
 - i. Read and understand the elements of the challenge.
 - ii. Review all documents, directions, and procedures related to the election in question for conformity with the chapter's election rules and/or the CTA Elections Manual requirements.
 - iii. Review the unit's bylaws and election standing rules for procedures and practices as they relate to the issues raised in the challenge.
 - iv. Review the CTA Elections Manual for requirements that relate to the issues raised in the challenge that the chapter's governance documents do not address.
 - v. Fully and objectively interview the challenger.
 - vi. Fully and objectively interview every witness identified by the challenger.

- vii. Inquire and gather the names and contact information of other chapter members who could or do have insight into the elements of the challenge.
 - viii. Analyze the issues of the challenge based on the unit's bylaws and election standing rules to determine if there is a violation.
 - ix. Determine whether identified violation (s) may have affected the outcome of the election.
 - x. Confirm that the resolution recommendations address each point raised by the challenger and that these recommendations have been reached in a fair and objective manner.
 - xi. Submit a written report including issues, findings, and recommendations to the chapter president and the Governance Board within the same ten (10) calendar day period.
5. Any member of the Executive Board who was a candidate in a race that is challenged, or whose immediate family member is such a candidate, shall recuse themselves from discussion of and voting on the challenge. If in the case where the majority of the Executive Board is unable to act on the challenge, the unit shall contact the CTA Elections & Credentials Chairperson through the Governance Support Department to determine the next step.
 6. The Executive Board shall act on the report no later than ten (10) calendar days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in the CTA Challenge Procedures – Local/Service Center Council Elections of the CTA Elections Manual. The names of challengers and challenge forms shall remain confidential. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
 7. If the Executive Board fails to act within twenty (20) calendar days of the initial challenge, the individual may file an appeal as described below by writing to the CTA President.
 8. If either party wishes to appeal the decision of the unit's governance body, he/she may file an appeal in writing to the CTA President within ten (10) calendar days from the date of the decision of the unit's governance body. The appeal shall include the original challenge filed at the unit level, and

additionally shall include the local Elections Committee report and the Executive Board's decision.

N. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active 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) persons supporting the proposed measure and responsible for its circulation.
3. 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.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within three (3) calendar days that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Referendum Procedures

1. Any action or proposed action of the Executive Board shall be referred to a vote of the Active membership upon two-thirds (2/3) vote of the Executive Board at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the Active members no less than fifteen (15) calendar days and no more than thirty (30) calendar days after action by the Executive Board, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

P. Recall Procedures

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
2. Any Active member(s) desiring to recall a unit officer or other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
3. The petition must include the following information:
 - i. Name of individual who is the subject of the recall;
 - ii. Office of individual;
 - iii. Date of petition;
 - iv. Name(s) of person(s) filing petition;
 - v. Notation that "Each signature must be in ink"; and
 - vi. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.

4. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
 - i. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s).
 - ii. If the petition contains the necessary information, the Chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures and timeline (beginning date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.
 - iii. The Chairperson of the Elections Committee shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.
5. Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
6. No unit may state or indicate its preference in the unit's newspaper, newsletter or communications to its members.
7. The timeline for gathering of signatures will commence the day that the notice of intent is registered.
8. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) of the Active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent (25%) of the members of the electing constituency.
9. The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.
10. The Elections Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.
11. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5)

calendar days of verifying the signatures that the petition failed for a lack of signatures.

12. Immediately upon verification of the signatures, the chairperson of the Elections Committee shall:
 - i. Notify the president/designee of the fact that a recall has been initiated.
 - ii. Contact the CTA Elections & Credentials Chairperson through the Governance Support Department before proceeding.
13. The chapter President, or the chapter Vice-President if the chapter President is the person being recalled, shall cause a ballot to be furnished to Active members no less than twenty (20) calendar days and no more than thirty (30) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.
14. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
15. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
16. The election shall be certified in accordance to the unit's bylaws.
17. The Chairperson of the Elections committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

NEA-RA Local Delegates

Members selected as local representatives to the NEA Representative Assembly (NEA RA) are expected to meet the following guidelines:

1. Register with CTA for housing and delegate credentials in a timely fashion.
2. Secure flight and housing in accordance with expected meeting dates. (Delegates who wish to prolong their stay in a host city do so at their own expense.)
3. Read all preliminary documentation from CTA and NEA in preparation for Representative Assembly.
4. Attend all California Caucus (State delegation) meetings, and actively participate in the processes.
5. Attend all sessions of the RA, unless otherwise excused by local lead delegate, Service Center Chair, or CTA Board member for illness or CTA/NEA business.

Approved, November 2013

6. Delegates who miss regularly scheduled meetings must check in daily with local lead delegate, Service Center Chair, or CTA Board member.

The Representative Assembly meetings, and California Caucus meetings, can create very long days, can be very loud due to music or debate, and may involve flashing lights, or strobes. These may be taxing to some individuals or create a health risk. As a local delegate, you are attending the RA at the expense of your fellow local members, are expected to represent their interests, and participate. If, due to medical or other conditions affected by situations mentioned above, you may not be able to fully participate, it is highly recommended that you do not seek this office, and/or your local stipend may not be fully remunerated.

Fiscal Policy

Local delegates attending the NEA RA shall receive a minimum remuneration for expenses associated with attendance at a level commensurate with that set by CTA for State Delegates. LEA Representative Council may choose to increase the budgetary allocation for local delegates beyond the minimum funding based on expected travel, lodging, and food costs associated with the host city.

Upon acceptance of delegates and approval of funding, LEA Treasurer is authorized to release 50% of the total allocation to each delegate. This money is to assist with the securing of transportation, registration with state delegation, and reserving housing. Delegates are expected to stay within the federal/IRS per diem expense rate plus 25% for food and incidental expenses. Delegates are expected to maintain receipts of expenditures. Upon successful completion of the RA, the local lead delegate will distribute the remaining allocated stipend.

Local delegate stipends will be reduced by the following factor for each regularly scheduled meeting from which the delegate is absent and unexcused:

of sessions absent/unexcused

CA caucus meetings + # NEA RA business sessions

In the event that delegate expenses exceed expected costs, delegates may apply for redress of difference at the next regularly scheduled LEA Representative Council meeting, provided accompanying documentation and receipts are provided.

Adopted December 2008

State Council Delegates

LEA members elected to serve as CTA State Council Delegates shall be reimbursed the cost of a single occupancy hotel room, less any costs reimbursed by CTA, for attending CTA State Council of Education.

Adopted February 2009.

LEA Political Action Committee

There shall be a Lodi Education Association Political Action Committee (LEA PAC). The committee shall be appointed annually by the president. Representation on the committee shall be balanced by members at different grade levels, as well as members living in different LUSD Board districts. The committee chair and treasurer shall be appointed by the LEA President and approved by the Executive Board. The LEA President shall serve on the committee as an ex-officio member.

The LEA PAC shall be charged to:

1. Raise funds and make recommendations on the expenditures of political action funds in accordance with policies and procedures established by the LEA Executive Board and approved by the LEA Representative Council.
2. Recommend for approval by Representative Council a dues deduction for PAC contributions, and a process by which members may opt-out.
3. Make recommendations regarding the endorsement of candidates and/or ballot issues which may arise. Such recommendations are to be subject to the policies and procedures established by the Executive Board; however, no endorsement of a candidate shall be made without the approval of the Representative Council.
4. Continually educate, inform, and involve members in the political action process.
5. Work cooperatively with the officers, LEA State Council delegates, and CTA staff, including the CTA/NEA lobbying program, to inform members of pending legislation, develop and implement local political action plans to support CTA/NEA positions on such legislation.
6. Perform other activities of political action which may be referred to the committee by the Executive Board.

The LEA PAC shall adhere to the following policies:

1. The scope of the LEA PAC shall be local school board candidate races, local bonds measures, and local initiatives only. Local is defined as LUSD and San Joaquin County Office of Education only
2. The LEA PAC may prepare endorsement recommendations, as defined in B (above). Such recommendations may include any of the following positions:
 - a. Endorsement, including financial contributions and/or active, working support
 - b. Endorsement only

Approved, November 2013

- c. No position
 - d. Opposition
3. LEA PAC funds are to be expended only for appropriately endorsed and approved political action campaigns.
 4. All LEA PAC expenditures shall be recommended by the LEA PAC and approved by the Representative Council either by adoption of a budget or through approval of single expenditures.
 5. Income and expenditure of the LEA PAC funds shall be reported quarterly to Executive Board and Representative Council.

Adopted September 2012

Membership

In accordance with NEA/CTA/LEA constitution and bylaws, there shall be categories of membership.

The categories of membership are as follows:

1. Category 1 (Active, full-time): for those members whose assignment is 60% or more, except those members employed as pre-school, head start, and child care teachers whose salaries are less than the minimum teacher salary for the district.
2. Category 2A (Active, part-time): for those members whose teaching assignment is half-time (50%) or less.
3. Category 2B: For those members whose employment is greater than 50% but less than 60% of a normal teaching assignment, or for those members *whose salary* is less than the minimum salary paid regular teachers in the district.
4. Category 3A: For those members whose teaching assignment is 25% or less of a regular teaching assignment.
5. Category 3B: For those members whose teaching assignment is greater than 25% but less than 34%.
6. Category 4: For all other members of LEA *who are not otherwise defined by categories 1-3, and/or those members who are paid solely on an hourly basis.*

Exceptions: the following LUSD employees, who would otherwise be covered by the CBA, are exempt from paying LEA/CTA/NEA dues:

1. Retirees: Individuals who retired as active LEA members from LUSD, and who return to service in LUSD.
2. Police and Fire Science ROP instructors.

Adopted October, 2012

POLICY FOR SITE-ORIGINATED MOU.S

1. MOU.s are good for one year only.

Approved, November 2013

2. MOU.s can be renewed at the end of each year.
3. Only the President of LEA can sign off on a MOU, with the approval of the Executive Board.
4. All proposals for MOU.s must be presented to the LEA Executive Board two weeks prior to the last Executive Board meeting of the year.
5. All proposals must be in written form and copies must be prepared for distribution.
6. MOU.s must be done whenever a site decides to implement educational reforms that have an impact on or require a change to the contract. (Examples: Grant Proposals or Change in School Day or Year)
7. Procedure To Follow:
 - a. An Election must be conducted at the school site to approve or renew an MOU.
 - b. The Election must be in accordance with LEA Election procedures and must be by secret ballot
 - c. Eighty percent (80%) of the teachers at the same site must show evidence of approval by matching signatures to ballots.
 - d. Ballots, Tally Sheets, and a list of teachers at the site must be given to the LEA Executive Board.
 - e. The site will show evidence that every effort will be made to equitably deal with the teachers who do not want to participate in the MOU.

*Incorporated in Standing Rules, 2013
Amended, November 4, 2013*

Association Finances

1. The Association has a need to maintain bank accounts for the purposes of managing its finances. The President and Treasurer shall periodically review Association finances and accounts to ensure that current banks and accounts adequately meet association needs and interests.
2. The President, Vice President, and Treasurer shall be signers on the Association checking account(s).
3. Only the President, Vice President, and Bargaining Chair may be issued an Association credit card.
 - a. The Association credit card shall be used for routine Association business. All receipts shall be submitted to the treasurer. No single expense in excess of \$500 shall be incurred without prior approval of the Representative Council.

Approved November 4, 2013

President's Expenses

Approved, November 2013

1. The President shall be reimbursed \$120 per month for expenses associated with personal cell phone use for Association business.
2. The President shall be reimbursed for mileage associated with personal automobile use for Association business.
 - a. The president may submit mileage records for reimbursement at published IRS rates for vehicle use; or
 - b. Receive a flat reimbursement of \$375 per quarter.

Approved November 4, 2013

Appendix A: Code of Ethics

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term 'educator' includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.

Approved, November 2013

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--

- a. Exclude any student from participation in any program
- b. Deny benefits to any student
- c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist a noneducator in the unauthorized practice of teaching.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assembly