

POLICY AND PROCEDURAL
GUIDELINES FOR
SELECTED OPERATIONS OF THE

**FONTANA
TEACHERS
ASSOCIATION**

(Adopted at the Executive Board Retreat, August 28-30, 1998)

Rational for Policy and Procedural Guidelines for Selected Operations of the Fontana Teachers Association:

The written Policy and Procedural Guidelines for selected operations of the Fontana Teachers Association, as established by Standing Rule Number 17, serve as separate and distinct operational directives for matters not covered in the Standing Rules or By-Laws of the organization. The Executive Board and/or Representative Council shall delete, add, and amend these guidelines on an as-needed basis to facilitate standardized operational procedures and policies for matters not covered in the Standing Rules or By-Laws.

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FTA POLICY STATEMENT #1

POLITICAL ENDORSEMENTS AND/OR RECOMMENDATIONS

1. The Executive Board shall decide which political campaigns and/or issues are of direct concern or interest to the membership of the Association. The FTA will only take positions on those campaigns determined to directly effect the Association and/or the educational activities of the Fontana Unified School District.
2. The Executive Board shall direct the FTA Political Action Committee to establish a process by which to bring forth recommendations/endorsements to the Executive Board or Representative Council. This process shall be fair and equitable for all candidates seeking the support of, or issues pertaining to, the Fontana Teachers Association.
3. The process used by the Political Action Committee shall insure that all interested candidates be afforded an opportunity to interview or provide the Association with information relevant to their positions prior to the final approval of the Association's recommendation or endorsement.
4. The Political Action Committee shall make recommendations to the Executive Board and/or Representative Council for the expenditure of funds from the Association's Political Action Account(s).
5. The Treasurer shall serve as a member of the Political Action Committee and (with support by the Office Administrative Assistant and appropriate CTA Staff) shall be responsible for the filing of all appropriate forms and reports related to the expenditure of Political Action Funds.
6. The FTA shall work cooperatively with the CTA/NEA and other educational advocacy groups to promote issues and candidates that actively enhance the educational environment of the Fontana Unified School District.

FTA POLICY STATEMENT #2

SCHOLARSHIPS

1. A separate bank account shall be established for the purpose of providing scholarships to graduating high school seniors. This account shall conform to all IRS and Franchise Tax Board regulations and shall be called the FTA Scholarship Account.
2. The Executive Board shall recommend criteria and guidelines for the FTA Scholarship to the Representative Council for approval. The Executive Board shall develop an application form for the FTA Scholarship based on the finalized criteria and guidelines approved by the Representative Council.
3. All candidates must complete and submit this form in accordance with the established timelines.
4. The FTA Executive Board or Scholarship Committee shall determine the recipients and amount of the FTA Scholarships.

FTA POLICY STATEMENT #3

MEDIA AND OTHER PUBLIC RELATIONS EXPENDITURES

1. The Executive Board shall consider requests for advertisements, publications, and other public relations items based on the ability of said item to project and provide positive publicity for the membership of the Fontana Teachers Association. Such expenditures shall be made with consideration to the geographic region serviced by the Fontana Unified School District, and the ability of the item to reach an audience in that region.
2. Expenditures for internal public relations functions shall also be included in the yearly public relations budget line item.
3. All such requests shall be provided a fair and equitable opportunity for the consideration by the Executive Board.
4. When timeliness requires, the president may authorize the expenditure of up to one hundred (\$100.00) dollars for public relations purposes without prior approval of the Executive Board.
5. The Executive Board shall limit the expenditures in this area to the amount pre-approved in the yearly budget for the Fontana Teachers Association.
6. Expenditures for bargaining unit member events such as socials, TGIFs, seasonal parties, etc., shall be considered a public relations expense.

FTA POLICY STATEMENT #4

ROUTINE REQUESTS FOR FINANCIAL CONTRIBUTIONS

1. The Executive Board shall process routine requests for financial contributions from individuals or groups on the behalf of the membership of the Association.
2. All such request shall be provided a fair and equitable opportunity for consideration by the Executive Board.
3. Donations to educationally appropriate charities or organizations shall be made from the Public Relations line item on the budget.

FTA POLICY STATEMENT #5

DUTIES OF DELEGATES TO THE NEA REPRESENTATIVE ASSEMBLY

1. Each delegate will be expected to arrive in the host city in time to ensure registering as an official delegate to the Representative Assembly (RA) with the local, the California delegation and the NEA.
2. Each delegate will be expected to attend all caucuses of the California delegation. Normally the caucus begins at 7 a.m. daily. Delegates must be registered with the California delegation in order to participate. Failure to meet these expectations will result in a reduction of the amount of the RA allowance. (See #9 below.)
3. Each delegate is expected to remain through the entire convention and attend all business meetings of the RA. Failure to meet these expectations will result in a reduction of the amount of the RA allowance. (See #9 below.)
4. Each delegate is encouraged to be on time and attend NEA budget committee hearings, by-law committee hearings, speeches, etc..
5. Each delegate should take into consideration FTA, CTA State Council and California Caucus policy when voting. Your primary responsibility is to represent your local at the RA.
6. Each delegate is encouraged to participate fully in all activities of the California delegation.
7. Each delegate, state and chapter, will be expected to sit with his/her Service Center Council delegation on the RA floor. Each delegate shall be expected to sit with the local delegation at the California Caucus meeting.
8. Each delegate will be advanced \$1000.00 (one thousand dollars) of the RA allowance after they are elected for the purpose of purchasing transportation and other RA expenses. The FTA shall pay up to the remainder of the RA allowance after the RA upon receipt of the appropriate expense forms. All expenses must be in accordance with FTA Policy and Procedural Guidelines.

STATEMENT #5 cont'd

9. The RA allowance will be diminished proportionate to the amount of time and/or number of meetings missed. There will be a designated FTA Association Representative you will be required to check in with at each session or caucus.

I understand that, as a delegate, membership dues are funding my attendance. I accept my responsibility to carry out the above-specified duties.

Signature: _____ Date: _____

FTA POLICY STATEMENT #6

REIMBURSEMENT TO MEMBERS

1. Travel
 - 1.1 Airplane - actual, most economical coach fare (with back copy of airline ticket as receipt or copy of ticketless confirmation).
 - 1.2 Train or Bus - actual fare (with receipt).
 - 1.3 Auto
 - 1.3.1 Reimbursement at the current IRS rate per mile which can be reimbursed without tax liability, round trip by the shortest highway route; however, mileage reimbursement cannot exceed the cost of coach plane fare.
 - 1.3.2 When flying, mileage roundtrip to airport may be claimed.
 - 1.3.3 Parking - actual cost of airport and/or hotel parking (with receipt).
 - 1.3.4 Airport Shuttle - cost of airport shuttle to and from the meeting site. Taxi fare will be reimbursed when required due to circumstances (with receipt).
2. Lodging
 - 2.1 FTA will pay the cost of a single occupancy room when no travel reimbursements are required. (A copy of the hotel bill is required as a receipt.)
 - 2.2 FTA will pay half the cost of a double occupancy room when travel reimbursements are required. (A copy of the hotel bill is required as a receipt.)
 - 2.3 Personal charges such as laundry, valet, telephone calls, computer access, snacks, and entertainment are not reimbursable.
 - 2.4 Portage - a maximum of six (\$6.00) dollars for portage is reimbursable for any one meeting.
3. Meals
 - 3.1 FTA will reimburse the actual amounts paid, including tax and tip, with the following restrictions: (1) receipts are required for meals costing thirty-five (\$35.00) or more, or (2) maximum CTA rate per day except when meals are provided by FTA or as part of the meeting registration fee.
 - 3.2 Extra meals required by auto are not reimbursable.

STATEMENT #6 cont'd

4. Deadline for Filing Claims

4.1 All claims must be filed within thirty (30) days of the end of the month in which they are incurred. An additional thirty (30) day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty (60) days after the end of the month in which they are incurred shall require the approval of the FTA Executive Board.

4.2 All claims shall be filed on the approved FTA reimbursement form.

4.3 A Conference Reporting Form must be filed with your reimbursement claim when required.

5. Extenuating Circumstances

5.1 The FTA Executive Board may approve additional reimbursements when extenuating circumstances occur. This shall be dealt with on an individual, case-by-case basis.

FTA POLICY STATEMENT #7

CONFERENCE/WORKSHOP PARTICIPANT DUTIES

1. Each participant will be expected to arrive at the conference or workshop in time to ensure registering for the program.
2. Each participant will be expected to attend all sessions of the conference or workshop.
3. Each participant is expected to remain through the entire conference or workshop and attend all business and/or training sessions. Failure to meet this requirement will result in a reduction of reimbursement for allowable expenses.
4. All expenses must be in accordance with FTA Policy and Procedural Guideline #6.
5. Reimbursement for expenses will be diminished proportionate to the amount of time and/or the number of meetings missed.
6. The participant must complete a Conference/Workshop Reporting Form in order to receive reimbursement for expenses for the conference or workshop attended.

I understand that as a participant at this conference, or workshop, membership dues are directly funding my attendance. I accept my responsibility to carry out the above-specified duties.

Signature _____ Date _____

FONTANA TEACHERS ASSOCIATION
CONFERENCE REPORTING FORM

This form must be completed in order to receive reimbursement for expenses for the conference you attended. Please include this form with your reimbursement claim.

Name _____ Home Phone (Optional) _____

School Site _____ School Phone _____

Conference Dates _____

1. What did you learn from this conference?

2. Are you willing to prepare a presentation or workshop to present to the membership to share ideas and information from the conference? If yes, when?

3. Your overall evaluation and comments about the conference - would you recommend it? Why or why not?

These comments may be used in an upcoming issue of the FTA Newsletter, "The Fontanan". If you would like to write a complete article for the newsletter, please attach your article to this form.

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