



VISTA TEACHERS ASSOCIATION

STANDING RULES

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I. NOMINATIONS AND 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 Elections Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

B. Election Requirements

1. Association Nominations. Nominations for office shall be made as follows:
 - a. Any Active member, at his/her request, shall have his/her name placed upon the ballot for an office of the Association;
 - b. The name of any Active member may be placed in nomination by any other Active member with the consent of the nominee;
 - c. Notices and requests for nominations will be given to the general membership so information about the candidates can be disseminated within a reasonable time period prior to the election; and
 - d. Elections of officers and segment directors shall be conducted prior to May 15th by secret ballot of the general membership.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all 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. The Association shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the Association if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.

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 every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools 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 terms 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. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
 - d. Final date for acknowledgment of declarations from candidates.
 - e. Date for preparation of ballots.
 - f. Date on which ballots will be distributed.
 - g. Date(s) when voting will take place.
 - h. Deadline date for requesting absentee ballot.
 - i. Deadline date (date received, not post-marked date), time and place for return of ballots, including absentee 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(s) that announcement of results will be made to leadership, candidates and members, and posted at each work site, which date shall not be later than five (5) calendar days following the counting of ballots.
 - l. Dates and timelines for run-off election, if necessary.
 - m. Deadline for filing of challenges to initial election and run-off if held (date received, not post-marked).

E. Finances

1. Association moneys received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a Association's treasury or indirect contributions in the form of use of a Association'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 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 members at each site for the purposes of campaigning.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

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 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 Method of Voting

1. Each member shall receive a ballot. Active members who are off-track or on dues-paying leave shall be notified by mail in order to provide them an opportunity to vote.
2. Voting shall be by one or a combination of the following methods:
 - a. At School Site/Specified Voting Site

If a Site Representative is a candidate, refer to *A. Elections Committee, 5.*

- 1). Voting At School Site(s)/Specified Voting Site Using a Ballot Box

- a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - (2) 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). 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. Roster/Sign-up sheets from each site must be kept together until verified by the Elections Committee.

- d) Preliminary counts shall not be completed at school/work sites.
- e) Refer to Section K for the Counting of Ballots procedures.

2). Voting At School Site(s)/Specified Voting Site Using Envelopes

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

- a). A list of current members shall be prepared, which includes each member's name and school/work address.
- b). The voter shall be provided with the following:
 - (1). A ballot;
 - (2). Instructions on folding and placing of the ballot in the unsigned inner envelope; placing of the unsigned inner envelope into the outer envelope; signature and school on the outer envelope addressed to the Association; and deadline date for receipt of the voted ballot at the Association office;
 - (3). A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4). A larger envelope (outer envelope) addressed to the Association, on which the voter prints and signs his/her name.
- c). At the time of 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, stacked and then counted.
- g) Refer to Section K for Counting of Ballots procedure.

b. By Mail

When the voting is conducted by mail, the procedure shall be as follows: Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote. 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 official members shall be prepared, which includes the following: name, school and home address.
- 2) A determination shall be made prior to the election whether ballots shall be sent to the school/work site or to the home of the member.
- 3). The mailing list shall exactly correspond to the current official roll of voting members.
- 4). Each voter shall be provided with:
 - a). A ballot;
 - b). 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 on the outer envelope addressed to the Association; and
 - (4). Deadline date for receipt of the voted ballot at the Association office.
 - c). Inner envelope;
 - d). Outer return envelope, addressed to the Association; and
 - e). Instructions on returning of the voted ballot, including the signature.
- 5). At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
- 6) The name on the official list should be marked to show that the voter has returned a ballot.
- 7). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 8). All inner envelopes shall be placed in a separate receptacle.
- 9). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.
- 10) Refer to Section K for 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 page 7 for requirements.

J. Vote Requirements

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. An election for School Site Representatives may be waived and the candidates(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of positions to be filled.
6. For State Council: The election will be by majority vote and will follow the requirements set forth in the CTA Elections Manual. As VTA is a single electoral district, the election for State Council Representative will be counted and reported by the chapter elections committee.
7. If no candidate receives a majority vote, a run-off 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.
8. For NEA Local Delegates, the election will be by majority or plurality 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.
9. An election for NEA Delegates may be waived and the candidates(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.
10. 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 official CTA/NEA state delegate election Teller's Report, ballots, Tally Sheets and signature sheets/rosters. The Service Center Council will forward the results to CTA.
11. For additional CTA/NEA elections guidelines refer to the official CTA Elections Manual.

K. Counting of Ballots

1. The Elections Committee shall verify signature sheets with ballots received, and count the ballots, 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.
3. Blank and/or illegal ballots shall be set aside. Examples include the following:
 - a. Member not listed on the voter roster;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Vote cast on unofficial ballot (probably reproduced);

- e. Candidate is not a member
- 4. Ballots set aside and not counted are:
 - a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline;
 - c. Voting envelopes without a signature;
 - d. Ballots that are separated from the Roster/Signup sheet.
- 5. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in each category should be counted separately, as listed in 4 above, and make a note of the decision. The ballots shall be kept separate.
- 6. The Elections Committee shall prepare the Teller's Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. Signature of each Elections Committee member present during the preparation of the report.
 - f. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
- 7. The Elections Chair shall submit the Report to the President or designee who shall inform all candidates of the results.
- 8. The President shall announce the results as prescribed by the timelines and post the elections results at each work site as soon as possible following the election.
- 9. The ballots and voter sign-up sheets shall be retained by the unit for one year after the election.

L. Observers

- 1. Each candidate shall be allowed to have one 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. 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. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) days after the announcement of the results of the election. If the unit president is a candidate in the challenged race, please see item

number 5. The notification must be on the official CTA Challenge Form (see appendix M of the CTA Elections Manual):

3. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged election and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirements.
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
 - e. Within the same ten (10) calendar day period, the unit's Elections Committee shall submit a written report including issues and recommendations to the Chapter President and the Executive Board.
4. 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 abstain from voting on the report. If in the case where the majority of the Executive Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
5. 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 Appendix O – CTA Challenge Procedures, Local Elections - of CTA Elections Manual. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
6. If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described below by writing the CTA President.
7. If the challenging party(ies) wish(es) to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and additionally shall include the Local Elections Committee report and the Executive Board's decision.
8. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

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 Association president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation. The petition shall set forth the specific question to be posed on the ballot.
3. The Association 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%) of the active members of the Association. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the Association president the petition(s) containing original signatures.
6. The Association 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 shall be notified within three (3) calendar days that the petition failed for lack of signatures.
8. The Association 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 Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the referring body 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 Association president shall cause a ballot to be furnished to the Active members no less than fifteen (15) calendar days after action by the referring body, 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 Association's Active members.
2. Any Active member 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:
 - a. Name of individual who is subject of the recall;
 - b. Office of individual
 - c. Date of petition
 - d. Names(s) of person(s) filing petition

- e. Notation that "Each signature must be in ink" and
 - f. 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.
 - a. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s). (see number three (3) above)
 - b. 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.
 - c. 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 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 Association. 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 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 notify the President/designee of the fact that a recall has been initiated.
 13. The Association president, or the vice president if the Association president is the person being recalled, shall cause a ballot to be furnished to the Active members no less than twenty (20) 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 the 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.

II. EXECUTIVE BOARD

- A. Officers who fail to attend two or more consecutive meetings of the Association, without excuse, shall be deemed ineligible to continue to serve. That office shall be declared vacant.
- B. Shall appoint and remove employees of the Association, including the office staff, determine their qualifications, fix their compensation, prescribe their duties, and require such agreements and bonds as may be necessary to ensure faithful services.
 - a. No written contract with an employee of the Association shall be signed or dissolved without the approval of the Representative Council.

III. REPRESENTATIVE COUNCIL

- A. Considers all matters that may be presented relative to the welfare of the teachers and the teaching profession;
- B. On the advice and recommendation of the Executive Board, is to approve the hiring of office staff;
- C. On the advice and recommendation of the Executive Board is to approve salaries and stipends for officers and employees of the Association;
- D. Changes, repeals, or adds to standing rules made by the Executive Board; and for purposes of representation, Association members who have responsibilities in more than one representative unit shall designate the voting school site
- E. Conducts a new members sign-up in conjunction with the Association office
- F. Fulfills the contractual obligation to attend each meeting of the Representative Council
 - a. **Alternates-** A Faculty Representative who must be absent from a Rep Council Meeting, must send an alternate. Upon being seated by the Representative Council, each alternate assumes the rights and responsibilities of membership of the council for the duration of the meeting.

IV. BUDGET

1. Budget Preparation Processes
 - a. **Working Draft Budget.** The Budget Committee shall prepare a Working Draft Budget for the Executive Board. This budget shall reflect a projection of current program levels and all known or predictable cost increases.

- b. **Preliminary Budget.** An open meeting held to analyze programs and expenditures for the current budget year, the Working Draft Budget for the following year, and any additional recommendations regarding program priorities from the President which may be deemed appropriate.
 - 1) Open for any members of VTA to attend.
 - 2) Meeting is to be ran by the Treasurer.
 - 3) Must be held before last Executive Board and Representative Council Meetings of the year. Recommend meeting to be held in March.
- c. **Final Budget Recommendation.** The Executive Board shall consider the results of the Preliminary Budget Meeting and make adjustments as needed.
 - 1) The Final Budget proposal will need to be approved by the Executive Board and brought to the Representative Council for final adoption.

V. MEMBERSHIP EXPENSE REIMBURSEMENT POLICY

- 1. Authorization of membership to conferences and special meetings
 - a. **Representation Authority.** No person shall have authority to attend conferences or other professional meetings as a member of the Association unless such attendance and representation has been approved by the President or the Executive Board.
 - b. **Reimbursement of Expenses.** The Executive Board shall determine the extent to which any such member shall receive reimbursement of expenses from the Association.
- 2. General Authorization. The rules governing the control for necessary expenses of membership of the Association by the Executive Board are as follows:
 - a. **Travel.** Requires advanced Executive Board approval.
 - 1) PLANE: Actual, most economical coach fare (with receipt), 30 days prior to travel
 - 2) TRAIN OR BUS: Actual fare (with receipt).
 - 3) AUTO: The standard business mile rate as set by the Internal Revenue Service for transportation expenses. The mileage reimbursement will be calculated using the shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - 1. Mileage to and from the member's home airport at the standard business mile rate as set by the Internal Revenue Service.
 - 2. Toll roads and bridges are reimbursed at actual cost.
 - 4) AIRPORT SHUTTLE: VTA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed on when no other form of transportation is available.

5) PARKING: Actual costs of airport parking and hotel parking.

b. Lodging in Hotel/Motel

- 1) For VTA/CTA/NEA conferences, half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in advance. Circumstances may include but are not limited to physically challenged, other medical reasons, etc.
- 2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- 3) Personal charges such as laundry, valet, telephone calls, snacks and entertainment are not reimbursable.
- 4) A maximum of seven dollars (\$7.00) per day for portage is reimbursable.

c. Meals.

1) Actual amounts paid including tax and tip are not to exceed \$80.00 for any one day. Itemized receipts are required for all food exceeding \$10.00 or more. A missing receipt form must accompany the Member Expense Statement when an itemized meal receipt is not available.

1. Maximum tip percentage: 20%

2) Extra meals required by auto travel are not reimbursable.

3) There will be no reimbursement for meals when VTA, UniServ, CTA, NEA or SCC provides one.

d. Conferences. Registration and hotel accommodations shall be initially paid for by the attendee. Association will reimburse registration, travel, lodging and meal costs accrued after conference is over.

1) A fifty percent (50%) advance on registration fees can be provided upon request.

3. All claims must be filed within thirty days of the end of the month in which they are incurred by filling out a Member Expense Statement (*Appendix A*). An additional thirty-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 days after the end of the month in which they are incurred shall require approval by the Executive Board.

a. Members are allowed up to two (2) late reimbursements per year.

VI. ASSOCIATION FISCAL MATTERS

1. Expenses up to one thousand dollars (\$1,000.00) do not need Executive Board approval.

2. Written checks are required to have two (2) signatures. Designated signers for the checks are the signers on the account: President, Treasurer and Vice President.

3. **Credit Card Policy.** Only one credit card may be issued at any given time to the President. Receipts must be submitted within 30 days and attached to credit card statement each month. Both the Treasurer and Vice President are to review each monthly statement and each sign off in approval.
4. **Fund Pre-approval Form.** A Fund Pre-approval form will need to be filled out and submitted for all expenses that are to be reimbursed by the Association. Examples are, but not limited to, VTA Release Days, Site-based activities, meals, travel costs, trainings and other professional costs. (*Appendix B*)

VII. CONTRACT WAIVERS

- A. Members at the local school site requesting a waiver must have two meetings for discussion before conducting a vote.
- B. A minimum of 75% of the members must vote yes for the waiver to be considered.
- C. The Executive Board has the final decision on whether or not to approve the waiver and send it on to the School Board.
- D. The School Site requesting the waiver may send a group of 2-4 members to present their request to the Executive Board,
- E. There will be no procedure for challenging the Executive Board's decision.