

2024-2025

**UTLA COMMITTEE HANDBOOK**



# **GOVERNANCE AND COMPLIANCE**

# **UTLA COMMITTEE HANDBOOK—2024-2025**

## *GENERAL CONTACT INFORMATION*

3303 Wilshire Blvd., 10<sup>th</sup> Floor  
Los Angeles, CA 90010  
Phone: 213-487-5560 Fax: 213-251-9891

There are approximately 30 Standing UTLA Committees covering the interests of members. This UTLA Committee Handbook explains how the committees are to operate based on the UTLA Constitution, and how to follow set UTLA procedures. We hope you will find this handbook helpful.

A full, up-to-date list of all Standing Committees, Chairperson and contact information can be found at: <https://utla.net/committees/>

If there are areas in this handbook that have not been addressed and you feel would be helpful, please contact Gloria Martinez, UTLA Treasurer ([gmartinez@utla.net](mailto:gmartinez@utla.net)) or Jennifer McAfee, UTLA Secretary ([jennifer.mcafee@utla.net](mailto:jennifer.mcafee@utla.net))

This handbook is designed to assist you as a committee chair throughout the year and easily provide you with access to important dates, forms and information.

## **WHAT IS A STANDING UTLA COMMITTEE?**

A UTLA committee is a formalized, permanent committee organized around one of two areas:

- A specific category of teachers (i.e., Elementary, Special Education, Health and Human Services)
- A specific interest area of teachers (i.e. , Women’s Rights, Racial and Social Justice, Pre-retirement Issues)

Whereas these committees operate independently, and have their own specific agendas, they ALL represent UTLA, and must act in accordance with UTLA policy as dictated by its Constitution and decisions of the Board of Directors and House of Representatives.

## **BY-LAWS/MISSION STATEMENTS**

All committees should have on record with the UTLA Secretary, some form of by-laws or mission statement that states the following:

- Purpose of the committee
- Officers of the committee
- When where and how often the committee meets
- Basic activities of the committee

This information is useful to share with members interested in the committee. It may be very extensive and detailed, or as short as a paragraph depending on the size and activities of the particular committee. There are not any specific requirements other than a statement of the basic information above.

***An example of a By-Law/Mission Statement can be found in the Appendix section.***

## ELECTIONS

All committees are required to hold elections for the subsequent school year and submit the names of the new chairs. The new chairs for the **2024-2025** school year shall be elected by members of their respective committees at the first meeting of the committee each school year by submitting the attached Committee Election form. The date of elections should be publicized to your committee members at least one month in advance. All committee members who have attended *at least one meeting* prior to the election date are eligible to vote. Committees that do not report the election of a chair become defunct. For additional questions and guidance, refer to the Elections Committee. Committees cannot support or endorse any UTLA candidates for UTLA's internal elections.

## END-OF-YEAR-REPORT

In addition to election information and the subsequent year's budget request, every committee chair is required to turn in an end-of-the-year report which summarizes the committee's work for the previous year. The report should include the following information if not turned in previously:

- a copy of the agendas for each meeting held throughout the year
- a short summary of the committee's accomplishments for the year
- a copy of all sign-in sheets representing active attendance

Your end-of-the-year report for the 2023 – 2024 school year is due by **June 30, 2024**. For school year 2024 – 2025, it is due **June 30, 2025**. It should be sent to Jennifer McAfee, UTLA Secretary ([jennifer.mcafee@utla.net](mailto:jennifer.mcafee@utla.net))

Committees that do not turn in their end-of-the-year report will jeopardize funding for the following year.

## COLLECTING AN EMAIL LIST

Currently, UTLA does not provide e-mail addresses to committee chairs. However, you are welcome to create your own e-mail list of UTLA members who are interested in receiving information from your committee. While these may be useful for discussions, committee decisions should be public.

- Teachers should voluntarily supply you with their personal e-mail (i.e., do not simply add lists of teachers you may acquire)
- Your UTLA committee e-mail list should be kept private, and only used for official UTLA committee business. Emails are not to be used for personal matters
- UTLA Committee email addresses are not to be used to endorse or support any UTLA candidate in internal elections and can result in an election challenge

## **MEETINGS**

Committees are required to meet at least five times during the school year. Attendance should reflect the active participation of the committee. The majority of these meetings are normally held at UTLA, usually on the Wednesday of the House of Representatives meetings. When meetings are held at the UTLA building, childcare and dinner are provided. RSVP is required for childcare with Dina Zubia at [dina.zubia@utla.net](mailto:dina.zubia@utla.net) with 5 days advance notice.

Committees are asked that they meet on House of Representatives meeting night or Pace meeting night. A room will be reserved for each Committee on these nights before the meeting. Committees NOT meeting on PACE or HOR nights will require prior approval. A UTLA Room Request form will need to be completed and approved.

Meeting sign-in sheets, with member employee numbers, and copy of agenda are to be sent to Jennifer McAfee, UTLA Secretary. They can be given at the House of Representatives meetings or emailed to [jennifer.mcafee@utla.net](mailto:jennifer.mcafee@utla.net)

## **PARKING**

Free validated parking is available to all committee members for meetings and committee events. Parking tickets can be validated at the UTLA office on the 10<sup>th</sup> floor (during business hours), or by using the validation machine in Room 835 any time.

## **MULTI-LEVEL PARKING GARAGE PROCEDURES FOR DISABLED PARKING:**

The height limitation for the vehicles entering the multi-level parking garage on Berendo St. is (6 feet 6 inches) and indicates above the parking gate entrance. Upon entering the multi-level parking garage, you will need to advise the Parking Manager that you need a DP parking space and have your place card and/ or DP license plate visible. The first floor of the garage has cones and signage indicating “reserved parking” for around 8 parking spaces. It is the Parking Manager discretion to assign those spaces and direct the DP parkers on where to park. In addition, there are also parking spaces indicating “30 minute parking”, but those spaces will not be used for DP parkers unless the Parking Manager has made arrangements.

## **PUBLICITY**

Your committee events can be publicized on [utla.net](http://utla.net) under the News & Events page and in the Talking Points calendar emailed weekly to UTLA Chapter Leaders (two times maximum). Please contact [scarlett.ying@utla.net](mailto:scarlett.ying@utla.net) for submissions.

## **STAFF PEOPLE—UTLA**

Each committee is designated a staff person at UTLA to help out with questions and clerical procedures, if necessary. Contact Diana Darty’s office at (213) 368-6251 or [ddarty@utla.net](mailto:ddarty@utla.net) to determine who has been assigned to your committee.

*Please remember—whereas these people have been assigned to help, they have many additional duties at UTLA. Please ask for assistance only as needed and with reasonable notice. They are not meant for basic clerical work that should be handled by members of your committee.*

It is also important to provide adequate notice for any services that are not within regular office hours, preferably two months prior to the event. A number of major committee jobs have already been delegated (certain conferences and scholarship funds).

## APPENDIX—FORMS

The following forms are included for your use. You may copy them as needed:

<b>FORM</b>	<b>SEND TO:</b>	<b>FORM IS DUE BY:</b>
BY-LAWS/MISSION STATEMENT EXAMPLE	UTLA SECRETARY	IMMEDIATELY, IF ONE HAS NOT ALREADY BEEN SUBMITTED
BUDGET	CHIEF FINANCIAL DIRECTOR	March 22, 2024 For 2024 – 2025 budget February 21, 2025 For 2025-2026 budget
EXPENDITURE ORDER	UTLA TREASURER	ONE WEEK IN ADVANCE
EXPENSE REIMBURSEMENT VOUCHER	UTLA TREASURER	WITHIN 30 DAYS OF THE EXPENDITURE
ROOM RESERVATION	UTLA ROOM SCHEDULE SECRETARY	AT LEAST ONE WEEK PRIOR TO EVENT
End of Year Report	UTLA Secretary	June 30, 2024 For 23-24 school yr. June 30, 2025 For 24-25 school yr.
Committee Chair Elections	UTLA Secretary	June 15, 2024 For 24-25 school yr. June 15, 2025 For 25-26 school yr.



**UTLA Standing Committee Chair  
Election Reporting Form  
2024-2025**

Name of the Committee: \_\_\_\_\_

**2023-2024** Current Committee Chair: \_\_\_\_\_

**2024-2025** **Employee**  
**Incoming Committee Chair:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **email:** \_\_\_\_\_

Date Election was Held: \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Members in Attendance \_\_\_\_

Election Results: *(indicate whether unopposed, or vote totals for each candidate in each round of voting)*

  
  
  
  
  
  
  
  
  
  

**Names, employee numbers, and signatures of at least three committee members who witnessed the election**

Name	Employee Number	Signature

Please return this form to Jennifer McAfee, UTLA Secretary

## **BY-LAWS—AN EXAMPLE:**

*This format works best with large committees. Adapt the categories to your particular committee:*

### **BY-LAWS OF THE UTLA \_\_\_\_\_ COMMITTEE Adopted \_\_\_\_\_**

- I. PURPOSE/MISSION OF THE COMMITTEE:
  - II. MEMBERSHIP OF THE COMMITTEE:
  - III. MEETINGS AND PROCEDURES OF THE COMMITTEE:
    - a. REGULAR MEETING DATES
    - b. NOTICES OF MEETINGS
    - c. APPLICABLE RULES (ROBERTS'?)
    - d. QUORUM
      - i. REGULAR MEETINGS
      - ii. SPECIAL MEETINGS
    - e. MINUTES
      - i. WHOSE DUTY
      - ii. TRANSCRIPTION
  - IV. OFFICERS OF THE COMMITTEE AND THEIR DUTIES
  - V. STANDING SUB-COMMITTEES
  - VI. STEERING COMMITTEE
- 
- 

## **MISSION STATEMENT—AN EXAMPLE:**

*This format works best with small committees. Adapt the categories to your particular committee:*

### **UTLA \_\_\_\_\_ COMMITTEE MISSION STATEMENT**

Purpose of the Committee:

Definition of the Committee:

Committee Goals and Objectives:

Committee's role in supporting the aims of UTLA:

# UTLA ROOM REQUEST

Office: (213) 368-6206 Fax: (213) 368-6256  
ebarrientos@utla.net

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

NAME OF COMMITTEE/GROUP: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_  
(Use one form for each day requested – no multiple date listings)

TIME: (beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_

Number of persons attending meeting: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact: Work: \_\_\_\_\_

Home: \_\_\_\_\_

Email: \_\_\_\_\_

Room Assigned: \_\_\_\_\_

Approved By: \_\_\_\_\_

Please list or diagram below any special arrangements or other particular needs.  
**\*\*All guests must be fully vaccinated and able to provide proof of status.**

# **BUDGET AND FINANCIAL COMPLIANCE**

## BUDGET

Budgets are to further the purposes of your committee and support and abide by UTLA policies. Each committee is allocated a budget to cover basic needs for the year's activities, which includes outreach to members, facilitating training of members or increasing the capacity of members. For any questions about whether a request is within the purview of the Committee budget, please contact the UTLA Treasurer prior to the expenditure.

Your committee budget for school year **2024-2025** is due no later than **March 22, 2024**. Submit to Harry Mar, UTLA Chief Financial Director ([hmar@utla.net](mailto:hmar@utla.net)).

The Budget Committee will review your budget and either recommend its approval to the Board of Directors or will contact you with questions and/or need for revisions.

### **PLEASE NOTE**

**Committees not submitting a budget will be allocated \$100 for general meeting costs only. Please make sure to submit your budget.**

Throughout the year, committee chairs may request a report on year-to-date expenditures by contacting the UTLA Chief Financial Director, Harry Mar, at 213-368-6265 or [hmar@utla.net](mailto:hmar@utla.net). *Requests for amendments to the budget must be submitted to the UTLA Treasurer.*

***Note: A budget must be submitted for the next year. UTLA Committees will not receive the same amount as the prior year. Committees that do not submit a budget will receive the \$100 allocation.***

***A copy of the committee budget form can be found in the Appendix section. Also included is an instruction sheet, and forms for expenditure orders and expense reimbursement. Receipts must be attached with the purpose, names and date related to the expense.***

## CONFERENCES

There are two types of conferences in which UTLA committees are sometimes involved—in-house and outside.

Here is some basic information to assist you if your committee wishes to hold an in-house conference. Contact the UTLA Treasurer if you want to hold an in-house conference providing the date, goal, target audience and purpose for the conference at UTLA.

## In House Conferences

PLEASE NOTE THAT THESE CONFERENCES TAKE A LOT OF LOGISTICAL PLANNING AND SHOULD BE PLANNED WEEKS/MONTHS IN ADVANCE TO ENSURE SPACE AVAILABILITY AND OTHER RESOURCES.

- **Scheduling**—Reserve the auditorium and or meeting rooms well in advance by contacting UTLA Room Schedule Secretary. (*See the section on “Meetings” for more detailed information*).
- **Publicity**—Your committee events can be publicized on utla.net under the News & Events page and in the Talking Points calendar emailed weekly to UTLA Chapter Leaders (two times maximum). Please contact [scarlett.ying@utla.net](mailto:scarlett.ying@utla.net) for submissions.
- **Refreshments**—There are a number of places to eat for “lunch on your own” within walking distance of UTLA. You can also have your food delivered to your meeting. **(PLEASE NOTE THAT YOUR ANNUAL BUDGET SHOULD REFLECT CONFERENCES WHEN SUBMITTED)**
- **Budget**—Whereas these conferences should be self-supporting, if possible, your committee budget should contain any request for monies necessary for your activity. Therefore, all conferences should be planned during the previous school year. If this is not possible, or a financial emergency arises, contact the UTLA Treasurer immediately. Do not spend your own monies with the thought of reimbursement if the allocation has not been approved ahead of time!
- **IF ITEMS ARE GOING TO BE SOLD AT CONFERENCES, THEY ARE TO BE PRE-ORDERED AND COMMITTEE BUDGETS SHOULD NOT BE USED TO “UPFRONT” THE COSTS.**
- **Co-sponsors**—All conference co-sponsors must adhere to the principles and basic positions of UTLA. A certain amount of common sense needs to prevail here. Affiliated organizations such as LAUSD, NEA, California League of Middle Schools are obviously approved. However, if you want a group that holds specific potentially- controversial positions, you must get approval from the UTLA President, first. A suggestion: if there is any potential conflict, contact a UTLA officer first.

**Staff assistance**—A number of committees already have UTLA staff members assigned to their conferences and scholarship programs. A list of those currently assigned can be found in the Appendix. Committee events should utilize the support of committee member volunteers.

- **Online Registration** – Online conference registration set-up may be available. Significant lead time is needed. Contact the appropriate UTLA staff member listed on the Appendix for assistance.

**Please note funds requested by the committee for attendance at outside conferences must first be included and approved through the budgetary process.**

## **Outside Conferences**

***Attendance at outside conferences must support the mission of the UTLA Committee and UTLA. It will also need to include a process for reporting back to committee members and be part of the end of the year report.***

***Attendance at conferences that are not sponsored by UTLA must be PREAPPROVED. Participant must be an active UTLA member. Upon approval, information will be provided for making arrangements with the new UTLA Travel Agency.***

***The UTLA Travel Expense Reimbursement Form must be submitted with itemized receipts 30 days of the end of the month in which they were incurred. An additional 30 day period may be granted for extenuating circumstances with a letter of explanation attached to the claim. See instructions on the Reimbursement Form.***

## UTLA—Budget Request Form Instructions

**Childcare:** When meetings are held at the UTLA building, childcare may be provided. Childcare expenses must be preauthorized by the UTLA Treasurer with licensing information provided to UTLA.

**Conference Attendance (Individual):** Conferences must be **PREAPPROVED** by the UTLA Treasurer. All travel (airfare, hotel, car rental) must be arranged through the UTLA Travel Agency.

**Conferences (committee):** Conferences must be pre-approved and cost neutral. Conference costs are to be reimbursed through the fees paid by attendees. Extra revenue will be credited to the Committee.

**Copying:** Contact the committee UTLA staff with 5 business day advance notice.

**Food Costs:** The cost of food for meetings may not exceed \$15 per person with attendance verified by a sign-in sheet. Please use union vendors whenever possible. Please note that no food is necessary if meeting on HOR night, since dinner is provided.

**Release Days:** Requests for release days must be made to the UTLA Treasurer and must include approval by Committee Chair.



## **Prohibited Expenses**

- No UTLA funds can be used for any political campaign.
- Budgets may not be used to purchase equipment unless first authorized by the UTLA Treasurer. UTLA resources may be used upon request.
- Requests for donations to nonprofits, community organizations or political activities must go the House of Representatives for approval.
- Newsletters, unless approved by the Treasurer and the Budget Committee, are not an allowed cost.
- Committee budgets may not be used for gifts or purchases benefiting committee members.
- Scholarship donations are tax deductible but must be given through United Teachers Education Fund (UTEF) our nonprofit arm, not committee funds.
- Mileage reimbursement for committee activities is not allowed

### **PLEASE NOTE:**

**Income generating activities:** Committee budgets may not be used for revenue generating endeavors. All purchases of items to be sold must be at cost. Items for sale must further the goals of the committee and promote UTLA policies. The cost of items purchased for resale must be approved by the UTLA Treasurer and Budget Committee



## UTLA Expense Reimbursement Voucher Instructions

- All reimbursements must be received within 30 days. An additional period may be granted for extenuating circumstances with a letter of explanation attached to the claim. (This language is on the form)
- Reimbursement requests from previous years will not be accepted.
- Attach itemized receipts to the expense voucher. **NO CHECK WILL BE ISSUED WITHOUT A RECEIPT OR PURCHASE ORDER**
- Meal purchases (outside of the House of Representatives meeting) must be within the \$15 per person limit with names on the back of the receipt or an attached sign in sheet.
- Please allow 2-4 weeks for the reimbursement
- All expenditures should be reflected on the Budget Request Form. Please contact the UTLA Treasurer for changes and preapproval of conference spending.
- Please contact the UTLA Treasurer for any questions.



**UTLA Expenditure Order**

Date Required \_\_\_\_\_ Date Requested \_\_\_\_\_

Name of Officer/Committee/Conference \_\_\_\_\_

Person making request \_\_\_\_\_

Payee \_\_\_\_\_

Address \_\_\_\_\_

Special Instructions \_\_\_\_\_

Purpose of Expenditure \_\_\_\_\_

Amount \_\_\_\_\_ Accounts to be charged to \_\_\_\_\_

**Expenditure must be approved below.**

**Please attach supporting documentation such as contracts, bills, etc.**

Authorized/ Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Submitter or Manager)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Treasurer or Chief Financial Director)



## UTLA EXPENSE REIMBURSEMENT FORM

Name of Officer, Committee Chair, Area Chair, or Director who authorized: \_\_\_\_\_

Name of Area/ Committee (if applicable) \_\_\_\_\_

Name of person completing form \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Check to be made payable to: (Please use separate form for each check to be written)

Payee \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Cell phone \_\_\_\_\_

**Expenditures: Attach receipts (taped to a blank 8 1/2 x 11 paper) and itemize all expenditures. Meal purchases must be within the \$15 per person limit with names on the back of the receipt or you may attach a sign in sheet. See the handbook regarding out of town conference expenses.**

**NO CHECK WILL BE ISSUED WITHOUT RECEIPT(S). IF SUBMITTED BY EMAIL ATTACH PHOTOS OF RECEIPT(S).**

	<u>Purpose</u>	<u>Amount</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
	TOTAL REIMBURSEMENT REQUESTED	_____

**Deadline for filing: All reimbursements must be received within 30 days. An additional 30 day period may be granted for extenuating circumstances with a letter of explanation attached to the claim.**

UTLA USE ONLY

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Account No. \_\_\_\_\_ Check Number \_\_\_\_\_