

1 **UNITED TEACHERS LOS ANGELES**  
2 **CONSTITUTION**

3  
4 **REVISION 2022**  
5 **Corrected as of 11/2022**  
6

7 **PREAMBLE**

8 We, the members of UNITED TEACHERS LOS ANGELES (UTLA), establish this  
9 Constitution and Bylaws to:

- 10 1. Promote the economic and professional welfare of our members by:  
11 A. Attracting and maintaining highly qualified school staffs through the  
12 best salary schedule possible.  
13 B. Improving retirement, medical, and other fringe benefits.  
14 C. Increasing the professional competence of our members through  
15 continued education.  
16 D. Actively seeking contractual agreements covering all phases of our  
17 employment.  
18 2. Defend and protect all our members from unwarranted attack from within  
19 and without the educational institution.  
20 3. Promote the professional autonomy of our members.  
21 4. Support public education as a social institution through cooperative efforts  
22 with the community, the students, the Board of Education and its administrative staff,  
23 and other public school employee groups.  
24 5. Teach, foster, and practice the concepts contained in the Bill of Rights.  
25 6. To engage in legislative, political and educational activities which further,  
26 directly or indirectly, the interests of the membership of UTLA.  
27 7. UTLA in accordance with the provisions of this Constitution and may  
28 expend funds for all the purposes and objectives set forth in this Constitution.  
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31 **ARTICLE I – AFFILIATION**

32 Section 1. UTLA shall give first priority to membership action and services to the  
33 local level.  
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35 Section 2. To strengthen the voice and power of educators in California and the  
36 United States, UTLA shall be affiliated with the National Education Association (NEA),  
37 The American Federation of Teachers (AFT), the California Teachers Association  
38 (CTA), and the California Federations of Teachers (CFT), and through those affiliations,  
39 with the AFL-CIO.  
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41 Section 3: Affiliation shall be subject to the conditions in the May 13, 1976  
42 Agreement for permanent continuation of United Teachers Los Angeles between UTLA,  
43 AFT, CFT, UTLA Local 1021, and UTLA/NEA. (see appendix 3)  
44

45 Section 4: Should one or another or any combination of the state and national  
46 organizations above withdraw from affiliation with UTLA, the House of Representatives,

47 on recommendations from the Board of Directors, shall establish by two-thirds (2/3) vote  
48 of members voting, a new or different system of relationships, if necessary, with the  
49 remaining affiliated organizations.

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51 Section 5: In the event of an action or election for an exclusive affiliation with  
52 either NEA or AFT, an impartial third party, such as the American Arbitration  
53 Association, shall conduct the election and shall provide a fair and impartial distribution  
54 of all election materials to UTLA members.

55 A. No materials will be distributed by UTLA members other than those approved  
56 by the impartial third party.

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58 Section 6: No exclusive affiliation election with NEA or AFT shall occur unless  
59 such action or election is voted on by the UTLA membership.

60 A. A three-fourths (3/4) majority of the total UTLA membership shall be  
61 necessary to adopt exclusive affiliation.

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64 **ARTICLE II - MEMBERSHIP**

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67 Section 1. Fiscal and Membership Year: The fiscal year and membership year of  
68 UTLA shall be September 1 to August 31 inclusive.

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71 Section 2. Classes: There shall be three (3) classes of membership:

- 72 1) Active members
- 73 2) Retired members
- 74 3) Special and non-voting members.

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77 A - Active Members: Active membership shall be available to all certificated  
78 members of the Los Angeles Unified School District (hereafter referred to as LAUSD),  
79 and any certificated members of independent or dependent charter schools within the  
80 boundaries of the Los Angeles Unified School District, and any successor districts  
81 resulting from any reorganization thereof or secession therefrom, and any whose basic  
82 assignment is classroom teaching, or whose basic assignment does not require an  
83 administrative or supervisory credential and who do not supervise other teachers.

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86 1. As a condition of membership in UTLA, a certificated employee must  
87 also be a member of all of the following:

- 88 A. The California Teachers Association
- 89 B. The National Education Association
- 90 C. The California Federation of Teachers
- 91 D. The American Federation of Teachers, AFL-CIO.

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94 B. Dues for Active Members:

- 95 1. The dues of UTLA shall be one and one-half percent of the annual  
96 salary at 24T9 on the LAUSD Salary Schedule, and shall include current local  
97 and affiliate dues.

93 a. UTLA shall pass through future affiliates due increase and  
94 decreases to the membership.

95 b. Any change in the dues structure must be voted on by the  
96 membership.

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98 2. The dues for children's center child development teachers shall be one  
99 and one-half percent of their basic salary schedule (Schedule 19, Step 3) on ten  
100 months' basis or equivalent.

101 A. Children's center lead teachers shall pay the same dues as  
102 those paid by full-time elementary and secondary teachers under Article II,  
103 Section 1(b)(1).

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105 3. The dues for long term substitutes shall be one and one half percent of  
106 their basic salary schedule (Schedule VI-A, Step 1) or equivalent.

107  
108 4. The dues for day-to-day substitutes, members on sabbatical leave,  
109 members on half-time assignment, children's center teachers who work four  
110 hours a day or less, and adult teachers whose sole assignment is in the adult  
111 education division and who serve less than twelve and one half hours per week,  
112 shall pay an amount equivalent to one-half the active member's dues.

#### 113 114 C. Privileges of Active Members

115 1. The right to vote on all matters submitted to membership.

116 2. Eligibility for elective and appointive office.

117 3. Attendance at meetings where the business of UTLA is conducted,  
118 except when an executive session is called.

119 4. The receipt of UTLA publications and publications of affiliates.

120 5. The services of the UTLA staff and affiliates.

#### 121 122 D. Retired Members

123 1. Any former LAUSD employee or any former employee of an LAUSD  
124 sponsored Charter School who was at any time a member of UTLA and is  
125 retired, is eligible for membership in UTLA Retired.

126 2. Dues for UTLA-R members:

127 A. Those who pay a one-time fee of one-half the regular annual  
128 UTLA dues and

129 B. Those who pay 1/25<sup>th</sup> the regular annual UTLA dues.

130 C. The dues stipulated in sections (1) and (2) above can be  
131 changed if the UTLA-R Steering Committee and the UTLA Board of  
132 Directors, in separate votes, concur by a 2/3 vote of the total members of  
133 the UTLA-R Steering Committee as defined in the UTLA-R by-laws and a  
134 2/3 vote of the total members of the UTLA Board of Directors.

135 4. Existing life members at the time of the organization of UTLA-R are fully  
136 paid-up members of UTLA-R and will not be charged additional fees for  
137 membership in the future.

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139 E. Special memberships: No Special Member shall have voting privileges in  
140 UTLA or be eligible to hold any elected or appointed office. Special members shall have  
141 the rights and privileges as follows:

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143 1. Honorary Lifetime Member: Any person who has been a member of UTLA who  
144 wishes to continue receive UTLA Vendor Services, may be made an Honorary Life  
145 Member by a majority vote of the Board of Directors,

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147 2. Associate: Any person interested in public education who is not eligible to  
148 become an active member may become an associate member if recommended by an  
149 active UTLA member and approved by the Board of Directors.

150 A. Dues for associate members shall be one-fourth the regular  
151 annual dues.

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153 3. Honorary: The Board of Directors, with the approval of the House of  
154 Representatives, may award honorary membership to any person who has rendered  
155 conspicuous service to the public schools of Los Angeles or to the cause of public  
156 education in general.

157 A. Honorary Members shall pay no dues and have none of the privileges  
158 of membership.

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160 4. Affiliation of Special Members: Such members shall not be members of the  
161 state and national affiliations without payment for such affiliation.

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163 Section 3 - Obligations of Active, Retired and Associate Members:

164 A. Prompt payment of dues as required by the Constitution.

165 B. Active support of the stated purposes of the Constitution of UTLA.

166 C. Adherence to the UTLA code of professional ethics as established and  
167 approved by the House of Representatives.

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## 169 **ARTICLE III - Officers**

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171 Section 1. Composition: The officers of UTLA shall be the Executive Officers as  
172 hereinafter defined, along with all directors.

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174 Section 2. The Executive Officers shall be the President, NEA Vice President,  
175 AFT Vice President, Elementary Vice President, Secondary Vice President, Treasurer,  
176 and Secretary.

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178 Section 3. Term of Office:

179 A. The term of office for Executive Officers and directors shall be for three  
180 consecutive years running from July 1st of the year in which they are elected to June 30  
181 three years hence.

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183 B. All officers who are on part- or full-time release shall be limited to two (2)  
184 consecutive terms in the same office.

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Section 4. Qualifications:

A. A candidate for office shall have been an Active Member for at least two (2) years prior to the date of the election.

B. The Elementary and Secondary Vice Presidents shall be nominated from their respective teaching levels.

C. A member of UTLA cannot hold both an elected or appointed position, and a part or full-time staff position in UTLA.

D. No person who has been a member of UTLA staff or affiliate staff shall be permitted to serve as an officer of UTLA until that person has been an employee of the Board of Education for at least two (2) years prior to their taking office.

Section 5. Elections:

1. The officers shall be elected by the UTLA membership by secret ballot.

A. Elections shall be held in the third year of the term of office.

B. Time and procedures of the election which are not otherwise specified in these Bylaws or the UTLA Election Manual, shall be determined by the Board of Directors.

C. All candidates for UTLA offices shall be nominated by a declaration of candidacy stating their intention to run.

1. This will be the only means of nominating a candidate.

Section 6. Powers and Duties:

A. President: The President shall have the following powers and duties, subject to the direction and policies established by the House of Representatives.

1. To preside at all meetings of the Board of Directors.

2. To preside at all meetings of the House of Representatives.

3. To call special meetings of the Board of Directors upon request of six (6) or more directors with six (6) days' written notice to all members of the Board of Directors.

4. To call special meetings of the House of Representatives upon request of the Board of Directors or on petition of fifty (50) members of the House of Representatives with six (6) days' notice to all members of the House.

5. To sign contracts and other instruments connected with the business affairs and professional activities of UTLA, subject to guidelines of the House of Representatives and subject to the Board of Directors' approval.

7. To make reports of activities of and to the Board of Directors, the House of Representatives, and the membership.

8. To serve as the official representative of UTLA.

9. To be an ex-officio voting member of all committees of UTLA, except the Election Committee.

10. To perform such duties as may properly pertain to their office as provided elsewhere in the Bylaws or standing rules.

231 11. To direct the planning of the meetings of the House of Representatives  
232 and such other conferences and meetings as may be sponsored by UTLA.

233 12. Supervise all UTLA communications, internal and external, and be the  
234 editor in chief of the United Teacher

235 13. Other duties as assigned by the Board Of Directors.  
236

237 B. NEA and AFT Vice Presidents. The NEA and AFT Vice Presidents shall have  
238 the following powers and duties:

239 1. To represent the President at as requested at meetings and  
240 conferences sponsored by UTLA.

241 2. To assist the President in the administration of the activities of UTLA.

242 3. To authorize by their signature all expenditures of money approved by  
243 the appropriate body and drawn on the treasury, subject to guidelines of the  
244 House of Representatives and subject to Board of Directors' approval.

245 4. To be an ex-officio voting member of all committees of UTLA except the  
246 elections committee and committees pertaining to the affiliates not represented  
247 by each Vice President, and to aid and maintain the fulfillment of all duties,  
248 functions and reports of the several committees.

249 5. To serve on various committees pertaining to affiliate work of the  
250 affiliate that Vice President represents.

251 6. To perform such duties as are assigned by the Board of Directors or the  
252 President.  
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254 C. Elementary and Secondary Vice Presidents: The Elementary and Secondary  
255 Vice Presidents shall have the following powers and duties:

256 1. To represent and serve the President at meetings and conferences  
257 especially connected to their respective teaching levels.

258 2. To be an ex-officio voting member of all committees except the  
259 Elections Committee and to aid and maintain the fulfillment of all duties,  
260 functions, and reports of the several committees.

261 3. To perform such duties as are assigned by the Board of Directors.

262 4. To perform such other duties as may properly pertain to the office of  
263 Elementary or Secondary Vice President or as provided elsewhere in these  
264 Bylaws or standing rules.  
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266 D. Treasurer: The Treasurer shall have the following powers and duties:

267 1. To have official custody of all funds of UTLA.

268 2. To exercise general supervision over the receipt and disbursement of  
269 all funds of UTLA.

270 3. To serve as chairperson of the Budget and Finance Committee of the  
271 Board of Directors.

272 4. To supervise the preparation of the annual budget and periodic financial  
273 reports to members of the Board of Directors and House of Representatives.

274 5. To supervise the preparation of such other financial reports, including  
275 the annual independent audit, as may be required by the Board of Directors or  
276 the House of Representatives.

277 6. To approve by their signature all expenditures of money approved by  
278 the House of Representatives and drawn on the Treasury.

279 7. Other duties as assigned by the Board of Directors or the President.  
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281 E. Secretary: The Secretary shall have the following powers and duties:

282 1. To keep adequate records of all proceedings of the House of  
283 Representatives and Board of Directors.

284 2. To maintain an accurate roster of UTLA membership and an accurate  
285 list of committees and personnel.

286 3. Other duties as assigned by the Board of Directors or the President.

287 4. To perform such other duties as properly pertain to their office and as  
288 may be provided elsewhere in these Bylaws and standing rules.  
289

290 Section 6 - Vacancies and Resignations of Officers:

291 A. In case of the absence of the President from any particular meeting, the  
292 duty of presiding at such meeting shall fall on the Vice Presidents in the order  
293 they are listed in Section 2 of this article.  
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295 B. In the event of a temporary or permanent vacancy in the office of  
296 President, the Board of Directors will automatically hold a special meeting within  
297 seven (7) working days of said vacancy, to be called by the elected UTLA  
298 Secretary, for the purpose of electing an interim presiding officer from the UTLA  
299 Board of Directors, to serve until the election, called for in the UTLA Constitution  
300 in the event of such vacancy, is held and a new President is declared elected.

301 1. The presiding officer of that meeting may not be a candidate for  
302 the presidency in that special election.  
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304 C. In the event of death, resignation, impeachment, removal or inability to  
305 serve of any other officer, the position shall be filled by election by the Board of  
306 Directors and ratified by the House of Representatives.  
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#### 308 **ARTICLE IV – Board of Directors**

309 Section 1 - Composition: The Board of Directors shall consist of:

310 A. Seven (7) elected officers.

311 B. Four (4) directors from each area elected by all members of that area.

312 C. The Immediate Past President, if available.

313 D. 7 Directors from special categories:

314 1. One (1) director elected by Health and Human Services

315 2. One (1) director elected by the substitute teachers.

316 3. One (1) director elected by the Adult Education Division teachers.

317 4. One (1) director elected by the Early Childhood Educators

318 5. One (1) director elected by special education teachers

319 6. One (1) director holding Bilingual Certificate of Competence, BCLAD or  
320 equivalent elected by bilingual education teachers.

321 7. One (1) director elected by UTLA-R members.

322 E. Any member of UTLA who is currently serving as a member of the  
323 Board of Directors or as an Officer of NEA, CTA, AFT, or CFT, or is the appointed Chair  
324 of UTLA PACE, and does not otherwise hold an elected position on the UTLA Board,  
325 shall be a non-voting Ex-Officio member of the UTLA Board.

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327 Section 2 - Qualifications: A candidate for office of Board of Directors shall have  
328 been an Active Member of the organization for the previous two (2) years  
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330 Section 3 - Nomination, Elections and Terms of Office:

331 1. The President shall, on expiration of their term as President, become the  
332 Immediate Past President and serve one term on the Board of Directors as Immediate  
333 Past President.

334 2. Nominations for Area and special category Directors shall be by presentation  
335 of a signed statement declaring their intention to run.

336 3. The election process for all seats on the Board of Directors shall be as  
337 described in the UTLA ELECTIONS MANUAL  
338

339 Section 4 - Removal, Vacancies, and Resignations:

340 A. The Board may remove any Board Member or Officer who breaches the duty  
341 of confidentiality required by the calling of an Executive Session of the Board or the  
342 designation of any document as confidential by the Board or the Officers.

343 1. The procedure for removal shall follow the process as described in  
344 Article XI, and the parliamentary authority, and require a vote of 2/3 of the seated  
345 members to convict.  
346

347 B. A vacancy on the Board of Directors shall be deemed to exist in case of

348 1. The death, resignation, retirement, removal, impeachment, or inability to  
349 serve of any director, or if any director ceases to be a member of UTLA or ceases to be  
350 employed in active educational service within the jurisdiction of the Area which he/she  
351 represents (unless said director is mandatorily transferred from the area which they  
352 represents, in which case they will be allowed to serve the remainder of the term to  
353 which they were elected),

354 2. Or is absent from a meeting of the Board of Directors without proper  
355 excuse, for more than two meetings during any membership year

356 3. Or more than six meetings during the term from any regularly  
357 scheduled Board of Directors meetings, excused or unexcused, during any membership  
358 year, unless said absences were for official UTLA business.

359 4. Or is removed for a serious breach of confidentiality from any  
360 Executive Session of the Board of Directors or of any document designated as  
361 confidential.  
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363 C. In the event vacancy occurs in the Area Directors, the Area Assembly  
364 represented by the director to be replaced shall elect a successor who shall serve for  
365 the remainder of the unexpired term of the predecessor after one month has elapsed  
366 and after announcement at a regular area meeting.



367 1. However, if the Area Assembly votes to have a formal election by  
368 written ballot throughout the entire area, an election shall be ordered by the  
369 UTLA President.

370 2. If the Area Assembly does not so vote, but if one hundred (100) UTLA  
371 members from the area present a petition to the UTLA President, requesting a  
372 formal election within fourteen (14) calendar days of the announcement at the  
373 area meeting, the UTLA President shall order the new election.

374 3. A formal election by written ballot shall be used to fill vacancies for  
375 Board of Directors members representing special categories

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377 4. A vacancy in the position representing UTLA - R, shall be filled by the  
378 process for the election of said representative.

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380 Section 5. Meetings:

381 A. The Board of Directors shall hold no fewer than eight (8) meetings a year.

382 1. Notice for regular meetings shall be via the established yearly calendar.

383 2. Members may attend any regular or special meeting by electronic

384 means.

385 B. Special meetings of the Board of Directors may be called by the President or  
386 by a petition signed by not less than 10 Directors and presented to the President.

387 1. Prior notice for special meetings of the Board of Directors shall be given  
388 to the Board of Directors at least three calendar days before the meeting.

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390 Section 6 - Quorums: A majority of the seated directors shall constitute a quorum  
391 for the transaction of business.

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393 Section 7. Proxy. Voting by Proxy is prohibited.

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395 Section 8 - Powers and Duties: In accordance with policies and guidelines  
396 adopted by the House of Representatives the Board of Directors shall have the  
397 following powers and duties:

398 A. The exclusive power to exercise all of the business functions of UTLA and to  
399 supervise and control its business and affairs subject only to the limitations and  
400 restrictions provided by a policy of the House of Representatives, applicable law  
401 and this constitution.

402 B. The exclusive power to appoint and remove staff members of UTLA; to  
403 determine their qualifications, compensations, and duties; to require such agreements  
404 and bonds as are deemed necessary to insure faithful service.

405 C. To recommend to the House of Representatives the creation, modification,  
406 and discontinuance of such standing committees as it shall deem desirable.

407 D. To appoint special committees as are deemed necessary. Such special  
408 committees shall be discontinued upon the discharge of their assignments.

409 E. The exclusive power to determine procedures governing the administrative  
410 services and the publications of UTLA.

- 411 F. The exclusive power to authorize the execution of contracts and other  
412 agreements necessary to the efficient conduct of the business of UTLA subject to the  
413 policy of the House of Representatives
- 414 G. To approve the budget and supervise receipts and expenditures, and set up  
415 proper procedures for safekeeping and accounting of all funds of UTLA.
- 416 H. To incur indebtedness in the name of UTLA as necessary for the operations of  
417 the Union
- 418 I. To recommend and to amend the Policies of UTLA subject to the approval of  
419 the House of Representatives.
- 420 J. To exercise such other powers and to perform such other duties as may be  
421 prescribed elsewhere in these Bylaws.
- 422 K. To establish district, cluster, or other organizational systems as may be  
423 necessary to serve the UTLA membership.
- 424 L. To approve the annual financial audit for publication and distribution to the  
425 membership.
- 426 M. To approve expenditures
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## 428 **ARTICLE V – HOUSE OF REPRESENTATIVES**

429 Section 1 - Composition: The House of Representatives shall be composed of:

430 A. All members of the Board of Directors.

431 B. One (1) representative for each one hundred fifty (150) UTLA members to be  
432 apportioned amongst the Areas.

433 1. This ratio may be altered by a two-thirds (2/3) vote of the House of  
434 Representatives, such new ratio to take effect with the beginning of the next 2  
435 year session of the House of Representatives.

436 C. All Chairpersons of standing committees as listed in Appendix 1 of this  
437 Constitution

438 D. Special Section Representatives

439 1. One (1) representative to represent itinerant teachers.

440 2. Two (2) representatives to represent adult education.

441 3. Two (2) representatives to represent children's center teachers.

442 4. Two (2) representatives to represent school nurses.

443 5. One (1) representative to represent the occupational centers.

444 6. One (1) representative to represent the skill centers.

445 7. One (1) representative to represent the PSA Counselors.

446 8. Eight (8) representatives to represent the substitute teachers.

447 9. Two (2) representatives for counselors

448 10. Two (2) representatives for special education

449 11. Two (2) representatives for psychologists-

450 12. Two (2) representatives for UTLA-R plus one representative for every  
451 five hundred (500) members.

452 13. One (1) representative to represent psychiatric social workers.

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454 Section 2 - Election of Representatives:

455 A. Special Section representatives, with the exception of UTLA-R, shall be  
456 elected at a caucus of the section conducted per the UTLA Elections Manual.

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B. UTLA-R candidates shall be elected from a list of candidates as published in official UTLA publications, print or electronic.

1. Elections will take place at a meeting of the General Assembly of UTLA

C. The election of these representatives shall be held in November of each even-numbered year.

1. Time and procedures of the election which are not otherwise specified in these Bylaws or the UTLA Elections Manual, shall be determined by the Board of Directors.

2. In the event that the number of candidates in any area is equal to or less than the number of House seats in that area, as of the last day a candidate can be nominated, the Board of Directors may declare such candidates elected, and no election need be held in said area.

Section 3 - Qualifications: Any active member of UTLA shall be eligible for election to the House of Representatives.

Section 4 - Terms of Office: The term of office for a representative shall be two (2) years beginning December 31 of the election year and ending December 30 of the second year thereafter or until their successors are elected.

Section 5 - Meetings:

A. The House of Representatives shall meet in regular session at least five times each school year.

B. Special meetings may be called at any time by the Board of Directors with six (6) days' notice, with the meeting place to be selected by the Board of Directors.

C. Notice of both regular and special meetings shall be mailed or emailed to House members at least six (6) days prior to the date of any meeting.

D. Special meetings shall be called on petition of fifty (50) members of the House of Representatives.

E. All regular and special House meetings must be held as scheduled and shall not be canceled by any other body.

Section 6 - Alternates: Alternates shall be elected under procedures established by the Board of Directors.

Section 7 - Vacancies and Resignations:

A. Any regular House member who resigns or who changes the area or condition of their employment shall notify the Secretary.

B. Resignations shall take effect on the date of receipt of such notice or at any time specified therein, and the acceptance of such resignations shall be in effect without further action by the House.

C. Changes in area or in condition of employment shall be judged on an individual basis, and the action of the House shall be final; if any significant changes 6 months of a member's term, no action need be taken.

503 D. Any elected House member who has three absences from regularly  
504 scheduled meetings in one school year, shall be removed from the House.

505 E. Vacancies occurring from resignations, deaths, changes in  
506 employment, or removal shall be filled by alternates until the next regular election,  
507 unless the House votes otherwise.

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509 Section 8 - Quorum: A majority of the seated members of the House shall  
510 constitute a quorum.

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512 Section 9 - Functions and Duties: the House of Representatives shall be the city-  
513 wide representative body of UTLA and shall have the following functions and duties:

514 A. To serve as the policy-making body on behalf of the UTLA membership and of  
515 the UTLA organization.

516 B. May alter, or reverse policy related actions of the Officers and of the Board of  
517 Directors, subject only to the limitations of this Constitution or applicable law.

518 C. To consider and act upon proposals affecting the welfare of the Los Angeles  
519 City School District submitted by officers, the Board of Directors, committees of UTLA,  
520 by other organizations, or by individual representatives.

521 D. To suggest changes in the membership dues structure to the membership.

522 E. To amend these Bylaws per Article XIV

523 F. To vote in impeachment proceedings.

524 G. To Recommend to the members a position on initiative and referendum  
525 measures to be presented to the members.

526 H. To establish and subsequently to modify the boundaries of the eight UTLA  
527 Areas.

528 I. To promote active participation of House members at House meetings, at  
529 committee meetings, and at meetings of parent bodies.

530 J. To suspend or remove any member of UTLA or any member of the House of  
531 Representatives for any of the reason stated in Articles X or XI, and by the processes  
532 required by those articles.

533 K. To keep its members informed on important matters, to report on all House  
534 business and to keep minutes of its proceedings.

535 L. To establish, to modify, and to discontinue committees of the House of  
536 Representatives in accordance with Article VIII.

537 M. To call general membership meetings by a two-thirds (2/3) vote.

538 N. Each member is required to serve on at least one of the Standing Policy  
539 Committees

540  
541 Section 10- All House members shall abide by the following Code of Conduct:

542 A. Expected behavior at meetings

543 1. Respect for others

544 2. Respect for different opinions and perspectives

545 3. Do not engage in aggressive, bully or intimidating behavior

546 4. Do not engage in discrimination of harassing behavior

547 5. Do not use offensive language or derogatory terms

548

- 549 B. Penalties for violation of the Code shall be on an incremental basis  
550 1. A censure and apology for the offense  
551 2. Prompt and immediate exclusion from the meeting  
552 3. Referral to the Area or Committee that elected the member for censure,  
553 suspension or removal from the position  
554 4. Exclusion from a specific number of future meetings of the House of  
555 Representatives  
556 5. Motion for an investigative committee for serious allegations, with the  
557 members selected by the Committee on Rules and Reference.  
558 a. A hearing by the investigative committee which includes the  
559 opportunity for the accused to make a statement in defense  
560 6. The Investigating Committee may recommend to the House: removal of  
561 the member from serving in the House, and/or a ban on serving as a House delegate for  
562 a specific time, or a permanent ban on serving as a delegate to the House.  
563 7. The Committee on Rules and Reference will designate one of its  
564 members to be the Process Observer who will monitor for violations of this code.  
565  
566

## 567 **ARTICLE VI – AREA ASSEMBLIES**

### 568 Section 1 - Establishment:

569 A. Area Assemblies shall be established in geographic areas within the LAUSD.

570 B. The House of Representatives shall have the power to establish and modify  
571 the number and the boundaries of the areas (see appendix 2).

572 C. Changes to Area boundaries must be approved at least six months prior to  
573 elections for Board of Directors, and such proposed changes shall be published for  
574 general membership information at least twice prior to the House meeting considering  
575 approval of the change, and approval shall be published at least three times during the  
576 two months following approval.

577 D. Only members of UTLA whose primary work site is within the boundaries of  
578 the Area shall be eligible to vote for Steering Committee members, or PACE  
579 representatives, or area specific issues.  
580

### 581 Section 2 - Structure

582 A. Officers: The officers shall be the Area Chairperson and the three other  
583 elected Directors.

584 1. Area Chairs shall oversee the functions and operations of the area.

585 2. There shall be a Steering committee composed of an equal number of  
586 elementary and secondary educators whenever possible, with a minimum of (2) two for  
587 each category of members to reflect the diversity of educators in the Area.

588 a. The Area Chair shall both announce the elections at the meeting  
589 before they occur, and by electronic means prior to the meeting.

590 b. All candidates for area offices shall be nominated by a  
591 declaration of candidacy stating their intention to run  
592

### 593 Section 3. Elections & Term of Office:

594 A. The Area chairperson shall be elected in accordance with the process in the  
595 Elections Manual

596 B. The members of the Steering Committee shall be elected at the first area  
597 meeting of each academic year.

598 1. The ballot shall be divided into a secondary and an elementary section,  
599 and the two or more persons receiving the highest number of votes in each  
600 section shall be declared elected.

601 2. All reasonable efforts will be made to have an equal number of  
602 elementary and secondary educators, including itinerants, substitutes, early and  
603 adult educators.

604 C. The number of Steering Committee members shall reflected by the  
605 needs of the Area.

606 1. Steering committee shall be held at a minimum every two years  
607 commencing the first area meeting of academic year.

608 A. One or two year terms as stated in a policy statement approved  
609 by the Area Assembly.

610 2. Additional positions may be selected from the Steering Committee or  
611 elected by the area as determined by the officers of the area with the approval of the  
612 Steering Committee.

613 3. When a vacancy occurs for any reason, elections shall be held in the  
614 same manner the vacant position was elected.

615  
616 D. Steering Committee Officers: The Area Chairs and Directors shall appoint a  
617 secretary and a treasurer for the area from among its own members.

618  
619 E. Area Attendance: Each member should attend the area assembly in which  
620 they are principally employed.

621 1. UTLA members who choose to participate in a different Area Assembly  
622 shall not be eligible for elective positions.

623 F. Areas shall encourage Cluster Leaders to be part of the Steering Committee.

624 G. Steering Committee leaders may also be Cluster Leaders who support school  
625 site Chapter Chairs and organize the area.

626  
627 Section 3 – Function: Area Assemblies shall have the following functions:

628 A. To serve as the policy-recommending body on behalf of the membership in  
629 carrying out the purpose of UTLA.

630 B. To provide an opportunity for every UTLA member to have their opinions,  
631 ideas and comments considered in the recommending of policy.

632 C. To provide the opportunity for all members to receive experience and training  
633 in leadership roles.

634 D. To dispense information among UTLA members and the House of  
635 Representatives.

636  
637 Section 4 – Motions: Motions passed by the Area Assemblies shall be presented  
638 by the Area Chairperson to the Committee on Reference and Rules.

639

640 Section 5 – Area Steering Committee:

641 A. It shall be the function of the Area Steering Council to review area needs,  
642 establish the area budget, and provide for inter-area communication and an agenda for  
643 area meetings.

644 B. This Council shall meet at least one time prior to each Area Assembly  
645 meeting, and it shall be presided over by the Area Assembly Chairperson.

646

647 Section 6 – Governance:

648 A. The Area Assemblies shall have the power to determine the methods of  
649 internal government and procedures as may be best suited to their respective areas and  
650 to the needs of their membership, subject to the following conditions:

651 1. Each area shall hold regularly scheduled meetings which provide for  
652 direct participation of UTLA members to that area.

653 2. Rules and policies of each area shall not conflict with the provisions of  
654 these Bylaws or with the policies established by the House of Representatives or  
655 by referendum.

656

657 Section 7 – Relationships:

658 A. The UTLA House of Representatives shall be responsible for the  
659 establishment of policies and procedures to facilitate cooperation among the Area  
660 Assemblies and within UTLA itself.

661 B. All areas shall file annual reports of their activities, a financial report for audit,  
662 and copies of the area publications with the UTLA Secretary for review by the Board of  
663 Directors.

664 C. UTLA shall authorize grants to Area Assemblies under the terms and  
665 conditions of the UTLA budget.

666

667 Section 8 – Qualifications of Area Officers and Other Members of Steering  
668 Committees: Candidates for area offices and members-at-large of the Steering  
669 Committees shall be members of UTLA

670

671 Section 9 – Meetings and Quorum:

672 A. Each Area Assembly shall meet at least five times per school year.

673 B. Special meetings of the Area Assembly may be called upon six (6) days notice  
674 by the Area Chairperson.

675 C. The Area Steering Council shall designate the place where each meeting shall  
676 be held.

677 D. Notice of the time and place of such regular meeting of the Area Assembly  
678 shall be sent to all schools at least ten (10) days prior to the date set for the  
679 meeting.

680 E. 30 members present at an Area Assembly meeting shall constitute a quorum.

681

## 682 **ARTICLE VII – STANDING FUNCTION COMMITTEES**

683 Section 1. Executive Committee

684 a. The Executive Committee shall be composed of the seven elected  
685 officers, with the chief executive officer as non-voting ex-officio.

686                   b. The Executive Committee shall be empowered to act in the interests of  
687 UTLA and its members when a time sensitive situation occurs that threatens life,  
688 property, or significant functional ability of the union, and a meeting of the Board of  
689 Directors cannot be called, or such meeting fails to achieve quorum.

690  
691                   Section 2. Negotiations Committee:

692                   1. The members of the committee shall be appointed by the President to  
693 represent the constituencies within the UTLA membership that are the subject of the  
694 current negotiations.

695                   2 The committee shall be chaired by President or their designee.

696                   a. The President shall inform the Board of Directors who has been  
697 appointed, and any changes in the composition of the committee.

698                   b. The committee shall have full autonomy in negotiations, guided by, but  
699 not bound to, the desires of the Board of Directors or House of Representatives.

700                   3. In all collective bargaining contracts between UTLA and LAUSD, the final step  
701 shall always be ratification by a majority of the votes cast by the voting membership of  
702 UTLA.

703  
704                   Section 3 Elections Committee:

705                   a. The Elections Committee shall be composed of not less than 5 nor  
706 more than 15 persons

707                   b. The committee members shall be elected by the House of  
708 Representatives and shall serve 3 year staggered terms

709                   1. Vacancies for any reason shall be filled by election of the House  
710 of Representatives.

711                   c. Any person who has been a member of UTLA for 1 year at the date of  
712 election shall be eligible to be a member of the Elections Committee.

713                   d. The Elections Committee shall have the power and duty to conduct  
714 elections within UTLA and in its various divisions as per the Election Manual.

715  
716  
717                   Section 4 Constitution Committee

718                   a. The Constitution Committee shall have not less than 5 members,  
719 appointed by the President and chaired by the Secretary.

720                   b. Members shall serve at the pleasure of the President

721                   c. The Constitution Committee shall be responsible for:

722                   1. Reviewing motions or proposals that may have constitutional  
723 implications, or are referred to it by the Board of Directors, House of Representatives or  
724 the Committee on Reference and Rules.

725                   2. Review all proposed amendments to the Constitution for correct  
726 language, unintended consequences, and consequential and conforming amendments,  
727 before such proposed amendment is put before the Board of Directors or House of  
728 Representative, and make such language and other editorial changes to conform the  
729 proposal to the language and construction of the Constitution. These changes cannot  
730 alter the action of the proposed amendment.



731 3. To Recommend amendments or a revision of the bylaws to the  
732 Board of Directors and/or the House of Representatives.

733  
734 Section 5. Committee on Rules and Reference

735  
736 A. The Committee on Rules and Reference shall consist of eight (8) members of  
737 the House of Representatives, one from each area, selected by the steering committee  
738 of that area and one person representing the special sections to be appointed by the  
739 President.

740 1. Area may select alternates if they so desire.

741  
742 B. The President shall appoint one of the released-time officers of UTLA to Chair  
743 the committee.

744 C. The committee may conduct its business via email or teleconference or other  
745 forms of electronic communication.

746 D. The committee shall review all motions from Areas, Committees or Individuals  
747 submitted between and before meetings of the House.

748 E. The committee shall take one of the following actions on all motions:

749 1. Refer it to the appropriate UTLA Standing Function or Policy  
750 Committee.

751 2. Refer it to the Board of Directors and through the board to the Budget  
752 Committee, or for a Legal opinion

753 3. Declare the motion MOOT if the action has already been taken, is in the  
754 process of being taken, or the motion proposes an action negated by the time of that  
755 action being passed.

756 4. Refer the action to the House of Representatives for immediate action

757 5. Send the motion back to the author (area, committee or individual) for  
758 any of the following reasons:

759 a. The motion is unclear as to the action or intent of the  
760 motion.

761 b. The motion does not include the name of the author, the  
762 name of the seconder, or the vote result from the area or committee, and indicates to  
763 presents of a quorum at the time of the vote

764 6. Reject any motion not from a member of UTLA.

765 7. Declare a motion OUT OF ORDER if it violates the UTLA Constitution,  
766 state or federal laws, or in any other way is outside the jurisdiction of the House of  
767 Representatives.

768 8. The committee may combine and/or rewrite motions presented from  
769 different sources that cover the same action or issue, and present the committees  
770 motion as a substitute for all the proposed motions.

771  
772 F. The House may overturn a referral to committee or a finding of moot by a  
773 majority vote of the House, and may overturn a referral to the Board or a finding of Out  
774 Of Order by a 2/3 vote of the House.

776 G. The Committee on Rules and Reference shall cause a report to be prepared  
777 after each of its meetings; such report shall list all new motions and the committees to  
778 which each has been assigned with a brief rationale for each decision.

779 1. One copy of each Committee Report shall be sent to each Area Chair  
780 prior to the next scheduled area meeting.

781 2. The Committee shall meet prior to, but on the same date as regularly-  
782 scheduled meetings of the House of Representatives.

783  
784 H. The Committee shall prepare a "Consent Agenda" to be sent out prior to the  
785 next House meeting as needed.

786  
787 I. The Committee shall prepare standing rules for the Board of Directors and the  
788 House of Representatives to be adopted at the first meeting of each term.

## 790 **ARTICLE VIII STANDING POLICY COMMITTEES**

### 791 Section 1 -

792 A. Standing Policy Committees shall be listed in Appendix 1 of this Constitution

793 B. Standing Policy Committees shall be formed upon the approval of the House  
794 of Representatives.

795 1. The House of Representatives may change the name of the committee  
796 by a majority vote.

797 2. The House of Representatives may dissolve a committee by a 2/3 vote.

### 800 Section 2 - Composition and Size:

801 A. Each standing committee shall make every effort to draw membership from all  
802 eight (8) areas of United Teachers Los Angeles.

803 B. Any active or retired member of UTLA shall be eligible for membership on a  
804 committee.

805 C. All motions passed to the Committee on Rules and Reference must have the  
806 makers name and the seconds name, the vote tally and an indication that a quorum  
807 was present at the time of the vote, included with the motion report.

808  
809 Section 3 - Term of Office: Members may serve as long as they are interested in  
810 the subject of the committee.

### 811 Section 4 - Meetings:

812 A. All standing committees shall hold at least five (5) regularly scheduled  
813 meetings during the year.

814 B. The quorum for any committee meeting shall be 5 members

815 1. Committees that do not have a quorum cannot adopt motions or take  
816 other official actions at that meeting.

### 817 Section 5 - Committee Chairpersons:

- 821 A. Committee chairpersons shall be elected by members of their respective  
822 committees at the first meeting of the committee each school year.  
823 B. Vacancies shall be filled by new committee elections.  
824 C. Committee members have the power to remove chairpersons as well  
825 as elect chairpersons.  
826 D. The committee chairpersons shall keep a list of all members on their  
827 committees, and one copy of this list shall be sent to the UTLA Secretaries office.

828  
829 Section 6 - Reports:

- 830 A. All committees shall submit progress reports to the Board of Directors and  
831 also a budget request and annual report prior to June 1.

832  
833 **ARTICLE IX INITIATIVE & REFERENDUM**  
834

835  
836 Section 1- Definitions

- 837 A. Initiative shall be defined as a proposal for action or policy initiated by the  
838 membership

- 839 B. Referendum shall be defined as a call for a member vote on an action of the  
840 Board of Directors or House of Representatives

841 Section 2 Petition process for Initiatives & Referendums shall be conducted in  
842 the following manner (This process may be subject to restrictions under law in some  
843 circumstances):

- 844 A. The member(s) who wish to initiate the proceeding will present to the  
845 UTLA Secretary the proposed wording of a petition.

846 1. The Secretary may require amendments to the petition for  
847 correct language, or conformance to UTLA Constitutional or legal requirements.

848 2. The Secretary will carry out this process in an expeditious  
849 manner, and cannot unreasonably delay or deny the petition.

- 850 B. Upon the approval of the Petition language, the member(s) shall have  
851 90 calendar days to collect 500 valid signatures via paper or electronic means and  
852 present the signatures to the Secretary.

- 853 C. The Secretary have 10 working days from the date of presentation to  
854 verify the validity of the signatures.

- 855 D. Upon verification of 500 valid signatures, the Secretary shall cause a  
856 vote of the members to be held within 45 days.

857 1. The arguments for and against the action of the petition shall be  
858 published to all members in an appropriate manner in UTLA communications and /or  
859 publications.

860 E. Adoption Requirements

861 1. For an Initiative or Referendum, a majority of the votes cast shall decide  
862 the issue.

863 **ARTICLE X IMPEACHMENT**

864  
865 Section 1. Impeachment shall be defined as the bringing of charges of  
866 misconduct, breach of duty, violation of the Code of Conduct, or failure to perform,  
867 against any elected Officer, Board member or member of the House of Representatives.

868 Section 2. The impeachment process may be initiated by a resolution of the  
869 Board of Directors or The House of Representatives adopted by a 60% roll call vote, or  
870 by petition of the members per Article IX.

871 Section 3. The Impeachment process shall be conducted according to the rules  
872 and procedures in the Parliamentary Authority.

873 Section 4. The penalty(s) imposed may be: Censure, Removal from office, a ban  
874 on holding elective office for a specific period, ban on holding elective office for life,  
875 suspension of membership in UTLA for a specific period, permanent expulsion from the  
876 membership of UTLA.

877 Section 5. The penalties that are imposed shall require the following:

878 a. Censure shall require a majority vote of the trial body

879 b. Removal from office for a member of the House of Representatives  
880 and/or a ban on serving as a House member for a specific time, a majority of the  
881 voting body

882 c. A ban on serving as a House Member for life, 2/3 vote of the trial body

883 d. Removal as an elected officer and/or ban on serving as an officer for a  
884 specific time (Pres, V.P. Sec. Treas.), a 2/3 vote of the seated House Members

885 e. Ban on serving as an elected officer or member of the House of  
886 Representatives for life, suspension from membership or exclusion from  
887 membership in UTLA 75% of the seated members of the House of  
888 Representatives.

889 **ARTICLE XI**  
890 **REMOVAL FROM OFFICE**

891  
892 Section 1. Removal shall be defined as the removal of an elected Officer, Board  
893 member or member of the House of Representatives with or without cause.

894 Section 2. Cause shall be as defined in Cal. Corp. Code section 7221, (declared  
895 of unsound mind, convicted of a felony, breach of duty (including breaching  
896 confidentiality of an executive session), or failure to attend the required number of  
897 meetings.

898 A. Removal for cause shall be automatic upon the declaration of unsound  
899 mind, conviction of the felony, or failure to attend the last of the required meetings.

900 B. Removal for breach of duty shall require a trial procedure according to  
901 the Parliamentary Authority, except that Area Steering Committee shall be able to  
902 remove their own House of Representatives members by a 2/3 vote, and fill the vacancy  
903 by a majority vote.

904 Section 3. Removal without cause shall include, but is not limited to, breach of  
905 the Code of Conduct, actions which do or could cause harm to UTLA or to a person,  
906 knowingly bearing false witness against a member, a pattern of disruptive or obstructive  
907 behavior, or other statements or actions which are harmful to UTLA, a UTLA member,  
908 UTLA governance process, or UTLA's relationship with other organizations or persons.

909 A. Removal under this section shall require a trial procedure according to  
910 the Parliamentary Authority.

911

912

## **ARTICLE XII - CRISIS AND STRIKE FUND**

913 The Board of Directors shall have the authority to create a crisis and strike fund,  
914 use of the fund shall be approved by a majority vote of the House of Representatives.

915

916

917

## **ARTICLE XII – AMENDMENT**

918 Section 1 – Proposal: Any proposal to amend the UTLA constitution shall first be  
919 referred to the Constitution Committee for review and necessary changes for language  
920 conformity, consequential amendments, and any restrictions or prohibitions under law  
921 (see Article VII).

922

923 Section 2. After review by the Constitution Committee, Amendments to these  
924 Bylaws may be proposed in any one of these 3 ways:

925 A. An affirmative vote of two-thirds (2/3) of the members of the Board of  
926 Directors.

927 B. An affirmative vote of two-thirds (2/3) of those present at a meeting of the  
928 House of Representatives.

929 C. A petition signed by at least one thousand (1000) verified UTLA members and  
930 presented to the Secretary as per Article IX, Section 3.

931

932 Section 3 – 1st Reading and Publicity:

933 A. After a proposed amendment of these Bylaws has been presented to the  
934 House of Representatives, a copy thereof shall be sent to each House member.

935 B. The proposed amendment shall also be published in appropriate UTLA  
936 member communications, print and electronic, with arguments pro and con.

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Section 4 - Area Discussion:

A. All Area Assemblies shall have an opportunity to discuss a pending amendment prior to the enacting vote, but failure by an area or areas to discuss the pending amendment shall not delay the enacting vote on its adoption.

B. Areas may endorse or reject the proposal but shall not add amendments altering the intent.

Section 5 - 2nd Reading and Adoption:

A. Any amendment to these Bylaws may be adopted by an affirmative vote of two-thirds (2/3) of all members of the House of Representatives present at a meeting of the House at which the pending amendment is submitted for action, providing a quorum is present.

B. If an amendment to the proposal is offered at and approved by the House, and such amendment constitutes a substantive change, the draft should be returned to the areas for further deliberation. A majority vote of the House of Representatives shall be required to take this action.

C. The House of Representatives may, by a majority vote, submit the proposal to the full membership of UTLA.

Section 5 – Effective Date: An amendment to these Bylaws shall become effective immediately upon its adoption, unless a proviso dictates a different time

**ARTICLE XIV - PARLIAMENTARY AUTHORITY**

All meetings of the UTLA Board of Directors, House of Representatives, Areas, Committees and other deliberative bodies shall be governed by the current edition of Robert’s Rules of Order, Newly Revised, except were superseded by law, rules adopted by the body holding the meeting, or this Constitution.

#####

**APPENDIX ONE**

**STANDING POLICY COMMITTEES OF UTLA**

**As of 6/30/22**

1. African American Education
2. Arts Educators
3. Asian Pacific Education
4. Autonomous Schools
5. Bilingual Education
6. Capably Disabled

- 983 7. Charter School
- 984 8. Early Childhood Education
- 985 9. Gay and Lesbian Issues
- 986 10. Health and Human Services
- 987 11. Human Rights
- 988 12. Library Professionals
- 989 13. Music Education
- 990 14. National Board Certified Teachers
- 991 15. PACE
- 992 16. Pre-Retirement Issues
- 993 17. Professional Rights & Responsibilities
- 994 18. Raza Education
- 995 19. School Community Relations
- 996 20. Secondary Counselors
- 997 21. Special Education
- 998 22. Substitutes
- 999 23. Women's Education

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**APPENDIX TWO**

MAY 13, 1976

AGREEMENT FOR PERMANENT CONTINUATION OF UNITED TEACHERS —  
LOS ANGELES BETWEEN UTLA, AFT, CFT, UTLA LOCAL 1021, and UTLA/NEA.  
NO CHANGES - TEXT REMOVED TO SAVE PAPER