

BY-LAWS

BY-LAWS OF THE UTLA COMMITTEE

- I. PURPOSE/MISSION OF THE COMMITTEE: Improving working conditions for **CSPP** members through the bargaining process and site organizing. Advocating for students and communities for safe and ensuring quality preschool programs.
- II. MEMBERSHIP OF THE COMMITTEE:
 - Any active or retiree member of UTLA should be eligible for the membership as long as they are paying dues.
 - Quorum minimum of 5 members and must attend a minimum of two meetings a year.
 - Meetings will be public for UTLA members.
- III. MEETINGS AND PROCEDURES OF THE COMMITTEE:
 1. REGULAR MEETING DATES – Meetings will be on Thursdays for 1 hour, 5:30 pm to 6:30 pm. Except the day of ECE meetings or any other meeting.
 2. NOTICES OF MEETINGS - Shall be posted on the UTLA calendar, may be posted on other non-UTLA social media, and may also be sent through CSPP email.
 3. APPLICABLE RULES – Order of business of Robert's Rules when appropriate to making motions or debates.
 4. QUORUM – minimum of five members.
 - i. REGULAR MEETINGS – Five UTLA members
 - ii. SPECIAL MEETINGS – Five UTLA members.
 5. MINUTES
 - i. It will be the job of the secretary for notetaking.
 - ii. TRANSCRIPTION – Notes will be gathered by the secretary. May include gathering of actual items of results, key decisions, attendance, vote tallies on actual motions, all in minutes.
- IV. OFFICERS OF THE COMMITTEE AND THEIR DUTIES –
 - Chair-leads meeting, agenda preparation,
 - Secretary-note taker, supports with agenda and tallies,
 - Process Observer – maintains order in the meeting to stay on items of actual agenda,
 - Treasurer-will support with filling out correct forms to fill out and receipts in hand to attach.
- V. STANDING SUB-COMMITTEES – NOT APPLICABLE
- VI. STEERING COMMITTEE – Committee will be formed based on need and organized based on region.

MISSION STATEMENT

UTLA COMMITTEE MISSION STATEMENT

Purpose of the Committee: Improving working conditions for CSPP members through the bargaining process and site organizing. Advocating for students and communities for safe and ensuring quality preschool programs.

Definition of the Committee: California State Preschool Programs staying in compliance with state ed code rules and regulations to maintain safety and quality programs.

Committee Goals and Objectives: Promoting safe and nurturing environments for both the members and students. Have CSPP educators meet in a regular basis to share concerns, and to share best practices, and to review policies with a clear understanding and communication throughout the district.

Committee's role in supporting the aims of UTLA: Enforcing our CBA, supporting UTLA's goals to Assuring that the district complies and follows state ed code rules and regulations to maintain safety and quality programs.