



BYLAWS

I. NAME PALM SPRINGS TEACHERS ASSOCIATION

The name of this Association shall be the Palm Springs Teachers Association (PSTA)/California Teachers Association (CTA)/National Education Association (NEA) located in Riverside County. (Charter Number 129)

II. PURPOSE

The purpose of this organization is to represent its members in their relations with Palm Springs Unified School District (PSUSD) and to be the exclusive bargaining representative of all certificated personnel except management, supervisory and confidential employees within the District in all matters relating to employment conditions and employer/employee relations, including, but not limited to, wages, hours, and other terms of employment. In addition to:

- A. Elect a representative body capable of developing group opinion on professional matters, and to speak with authority for its members.
- B. Provide an opportunity for continuous study and action on problems of the education profession.
- C. To promote cooperation and communication between education support professionals and certificated educators.
- D. Provide a means of representation for its ethnic-minority members.
- E. Provide the necessary strategies and channels to enable the Association to comply with any employer/employee relations act, its intentions, provisions, and purpose.
- F. Promote professional attitudes and ethical conduct among members.
- G. Encourage cooperation and communication between the membership and the community.
- H. Raise the standards of the education profession.
- I. Foster good fellowship among members.
- J. Encourage, aid, and assist pupils of merit to enter the teaching profession.
- K. Advance the general welfare of the schools.
- L. Promote safe schools and a healthy learning environment.

III. AFFILIATION

- A. The Palm Springs Teachers Association (PSTA) shall be a chartered chapter of the California Teachers Association (CTA) [Chapter 129] and an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

There shall be categories of membership in the Association: Active and Associate.

A. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee of Palm Springs Unified School District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit. Membership shall be granted upon initiation of payroll deduction or payment of annual dues to the United Education Profession (UEP) that includes PSTA, CTA, and NEA.

1. The rights to and privileges of membership shall not be abridged in any way because of age, sex, marital status, race, ethnic group, creed, color, national origin, religion, or sexual orientation.
2. The membership year shall be from August 1st of any calendar year through July 31st of the following calendar year.
3. Membership fees are based on the annual enrollment and late enrollees will be assessed pro rata for the full year. In the case of a new hire, membership fees will be the established tenthsly rate.
4. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
5. An individual who is serving as an outside negotiator for a public school employer shall not be eligible for membership in the Association.
6. Members shall adhere to the Code of Ethics of the Education Profession.
7. No member shall be disciplined without a due process hearing that shall include the established appellate procedure. The first appeal will be to the Executive Board and the final appeal will be to the Representative Council.

V. DUES AND FINANCES

At the beginning of each school year the Membership Director shall provide the membership with the amount of dues to be allocated for PSTA, CTA, and NEA.

- A. Dues will be paid by payroll deduction or by lump sum payment no later than the date established yearly by CTA.
- B. Membership in a given class or category shall be continuous after initial enrollment until delinquent or a change in professional status makes the member ineligible for that class or category. If by October 31st of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from CTA rolls.
- C. Changes in the annual local dues shall be made in the following manner:
 1. The basic annual dues level for active members in the bargaining unit shall

be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.

2. The Association's portion of the basic annual dues, shall be established by action of the Representative Council at the May Representative Council meeting.

VI. GOVERNANCE

- A. There shall be an Executive Board, as per the Bylaws. The Executive Board shall be composed of the elected officers.
 1. The elected officers of the Association shall be the President; Vice President; High School Director; Middle School Director; Elementary School Director #1; Elementary School Director #2; Recording Secretary; Treasurer.
 2. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
 3. These officers shall be elected by and from the Active membership of the Association. Such elections shall be open nominations and secret ballots.
 4. An Executive Board officer may decide not to continue his/her position at any time during his/her term by submitting a written resignation to the Recording Secretary. This resignation will be presented to the President and the Executive Board. A special election will be held within thirty (30) work days, fill the vacancy.
 5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice President shall assume the office. In the event a vacancy occurs in the other offices, a special meeting of the Association shall be held within thirty (30) work days to elect successors to fill the unexpired term.
 6. The officers shall be elected in April in accordance with voting procedures outlined in the Bylaws (Article X). The officers will be elected for a term of two (2) years. Their terms shall begin on July 1 and expire on June 30 of the applicable year.
 - a) These Officers commencing on July 1, of the year of their election shall serve their terms on a staggered cycle: The President, High School Director, Elementary School Director #1, and the Treasurer shall be elected in odd numbered years. The Vice-President, Middle School Director, Elementary School Director #2 and the Recording Secretary shall be elected in even numbered years.
 - b) The State Council Representatives shall serve pursuant to the provisions of their election through the California Teachers Association/Service Center Council.
 7. The Executive Board shall meet prior to each regular meeting of the Association and at such other times as the President may deem necessary.
 8. The Executive Board shall:

- a) Coordinate the activities of the Association.
 - b) Formulate and distribute the Association's calendar of activities.
 - c) Approve appointment and removal of bargaining team members by a two-thirds (2/3) vote.
 - d) Direct the bargaining activities of the Association, subject to the policies established by the membership.
 - e) Approve all appointments to committees, including chairpersons.
 - f) Adopt grievance procedures as per CTA criteria.
 - g) Act for the Representative Council when school is not in session.
 - h) Recommend a budget for the Association to the Representative Council.
 - i) Adopt the Standing Rules for the Association.
 - j) Exercise all business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
 - k) Be ex-officio to all committees.
 - l) Direct the grievance activities of the Association.
 - m) A quorum for meetings of the Executive Board shall be a majority of the Executive Board.
 - n) Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council.
- B. There shall be a representative body with policy-making powers known as the Representative Council. The Representative Council, comprised of Active members of the Association, derives its power from and shall be responsible to the Active membership.
1. The Representative Council shall be composed of the Executive Board, ex-officio and the Site Representatives elected on the basis of one-person-one-vote. CTA State Council Representatives will serve on the Representative Council as members at large.
 2. Active members of Palm Springs Teachers Association shall have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly elected Representatives or Seated Alternates.
 3. One (1) Representative shall be elected for each thirty (30) members or major fraction thereof at each school; each site shall have at least one (1) Representative. Each site shall elect an alternate for each elected Representative. Their respective faculty members shall elect representatives by June 1. Alternates shall not be entitled to a vote except if the regular representative is not in attendance.
 4. Early Childhood Education shall be considered a school unit and entitled to representation in accordance with article VI.
 5. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to representation in accordance with article VI.
 6. No member may hold two (2) elected offices within the organization

simultaneously except for the State Council Representatives. State Council Representatives shall serve as Service Center Council Representatives.

7. A vacancy shall be deemed to exist in the case of death, resignation, inability to serve, or recall.
 - a) The Recording Secretary shall keep a record of attendance and will inform the President and the Executive Board in the case of a vacancy. Notification of absences will be sent to the absent member.
 - b) If a vacancy is declared after the April Election, an elected alternate shall fill the vacancy. If there is no alternate, then a special election shall be held. The vacancy will be announced, and candidates can declare their candidacy following the guidelines set forth in the CTA elections manual. A candidate forum will be held at a rep council meeting at which a special election will be held.
 - c) In the event of a school site representative vacancy an elected alternate shall fill the vacancy. If there is no alternate, then the school will hold a special election within thirty (30) work days to fill the vacancy. Vacancies shall be filled by properly elected members.
8. The Executive Board shall adopt, with approval of the Representative Council, the procedures for grievance processing. These procedures shall include, but not be limited to, the following:
 - a) Provide for representation to assist all members of the bargaining unit in processing.
 - b) Providing training for handling grievances.
 - c) Evaluate the Association's grievance policies and procedures.
- C. Meetings of the Representative Council that are conducted electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation.
 1. Roll call attendance shall be taken, and subsequent voting shall be conducted by the Recording Secretary.

VII. MEETINGS

The President shall call an Executive Board meeting in June to establish the calendar of all Association, Executive Board, and Representative Council meetings for the following school year. Guidelines for General, Special, and Emergency meetings of the Association are as follows:

- A. General and Special Association meetings may be called as stated in the Bylaws.
- B. General Membership meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire membership, allowing complete participation. A roll call attendance shall be taken, and subsequent voting shall be conducted by the Secretary.
- C. The President shall send each school site Representative and Alternate a written

notice no less than five (5) work days prior to any General or Special Association meeting. The notice shall include:

1. Date, time, and location of meeting.
 2. Issues and topics to be presented, discussed, and voted upon.
- D. Special meetings of the Representative Council shall be called for a specific purpose.
- E. For emergency meetings of the Association, no other business may be transacted. During crisis situations, the Executive Board shall adopt procedures to notify members or representatives of meeting dates, places, and times.

VIII. QUORUMS

A quorum for an Executive Board meeting or committee meeting shall consist of a majority of their members. Minutes of all meetings shall include a list of members present.

A quorum for all meetings of the Representative Council shall consist of a majority of the elected members of the Representative Council. In the event a quorum is not present at a Representative Council meeting, no voting shall take place. Any items requiring a vote shall be postponed to the next Representative Council meeting.

A quorum for all general membership meetings of the Association shall be a majority of the membership present at the stated meetings.

IX. ELECTIONS

The president will provide active members an opportunity to vote in all elections. Neither the President, nor the Elections Committee, has the option of deciding that such elections shall not be held. The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*.

An Election Committee shall consist of three (3) members representing the three (3) grade levels. They shall be appointed by the President and approved by the Executive Board on or before the March Representative Council meeting. This Committee shall present a list of nominees to the membership. All elections shall be in accordance with the voting procedures as outlined in the Bylaws.

Elections shall be conducted with:

- A. Open nominations procedures, notification of offices open for election, and election time lines shall be distributed to all Representatives and posted in all customary and appropriate locations.
- B. Any active member, at his or her request, may have his/her name placed upon the ballot for an office of the Association by submission of a declaration of candidacy form to the Committee prior to the deadline.
- C. No candidate for office may serve on the Election Committee.
 1. Representatives shall not conduct an election in which they are a

candidate.

- D. All ballots must allow for write-in candidates.
- E. Elections will be by secret ballot.
- F. There will be a record of voters receiving or casting ballots.
- G. Elections will be decided by majority vote, unless otherwise specified.
- H. State Council Representatives elections shall be conducted in accordance with CTA guidelines after the chapter or service center has been notified to do so by the CTA Elections Committee.
- I. NEA State Delegates and NEA Local Delegates elections shall be conducted in accordance with CTA guidelines.
- J. Recall elections:
 - 1. A recall of any person in an elective position may be initiated by a petition signed by one-third (1/3) of the active membership of his/ her particular constituency.
 - 2. A statement of the reasons for the proposed recall shall be part of the recall petition.
 - 3. At least seven (7) days before the recall each person named in the recall petition shall have the right to make a rebuttal statement that shall be distributed to his/her constituency election.
 - 4. Recall elections shall be by secret ballot.

X. VOTING

- A. Voting shall be conducted electronically, unless a member opts out in favor of an absentee ballot.
- B. Representatives at each site shall be responsible for and validate that a proper site email list is submitted to the PSTA Elections Committee.
- C. The Election Committee will develop voting procedures, utilizing absentee ballots, for each election for those members on extended medical leave that are still active members.
- D. The PSTA Elections Committee must assure that each member may cast a vote in secret.
- E. Any member who desires to escort the official election designee with the ballots may do so. The Election Committee shall designate a time by which ballots must be received at the central location.
- F. Timelines must be adhered to or ballots will become invalid.
- G. Challenge Procedure.
 - 1. Any member observing a violation of election procedures shall notify the chair of the Elections Committee and the chapter President, in writing, within ten (10) calendar days of the announcement of results. The notification must:
 - a) Specify which requirement has been violated;
 - b) Include supporting information; and
 - c) List names of parties who can provide information.
 - 2. The Election Committee shall respond within ten (10) calendar days after receipt of the challenge in an effort to resolve the issue. The Committee

shall determine whether:

- a) The challenge alleges a violation of a chapter election Requirement,
 - b) The challenge is supported by appropriate documentation, and/or
 - c) The alleged violation may have affected the outcome of the election.
3. The Elections Committee shall report to the Executive Board on its findings and recommendations within ten (10) calendar days.
 4. The Executive Board shall make a decision on the resolution of the challenge.
 5. The challenging party and all candidates in that race shall be notified of the decision of the Executive Board.
 6. If the challenging party is not satisfied with the decision, he/she may appeal the decision in writing to the CTA President within ten (10) calendar days of receipt of the decision.
 7. Any member in the Association may witness the counting of ballots at any election if they do not interfere with the Election Committee duties.
 8. All Executive Board officers shall be elected by a majority vote.

XI. DUTIES OF OFFICERS

A. The President shall:

1. Serve as the Chief Executive Officer of the Association and its policy leader.
2. Prepare an agenda and preside at all meetings.
3. Endeavor to promote the interest of the Association.
4. Be familiar with the governance documents of PSTA, CTA and NEA.
5. Appoint, with the concurrence of the Executive Board, all Standing and Special Committee Task Force Chairpersons.
6. Be an ex-officio voting member of all committees and Task Forces except for the Bargaining Team.
7. Be responsible for the progress and working of the Association.
8. Attend the CTA President's Conference during the first year of Presidency and if elected to a second term attend the advanced track session the following year or the President may appoint someone from the Executive Board to attend in place of the President.
9. Maintain PSTA voicemail and email systems.
10. Make a monthly report to the membership.
11. Attend at least one (1) Board of Education meeting a month.
12. Attend meetings with Administration and Board, Executive Board meetings, and Committees.
13. Attend or send a designee to Service Center Council meetings.
14. Attend other CTA/NEA meetings as directed by the Representative Council.
15. Hold monthly meetings with the Superintendent (with his/her agreement) to discuss Association concerns.

16. Represent Association concerns at the District monthly cabinet meetings.
 17. Call meetings of the Association, including but not limited to Representative Council and Executive Board.
 18. Notify, in writing, each Executive Board member and each Site Rep of any special or regular meeting that they are to attend at least five (5) school days in advance of that meeting when possible.
 19. Chair each Representative Council meeting.
 20. Appoint a Parliamentarian, all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board.
 21. Co-sign all checks drawn upon the treasury.
 22. Be the official spokesperson for the chapter.
 23. Arrange appropriate recognition of illness and death of an immediate family member of PSUSD certificated personnel.
 24. Attend or send a designee to UEP meetings as directed by the membership.
 25. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association.
 26. Keep an accurate roster of membership of the Association and of all committees.
- B. In the absence of the Vice President, one of the four school level directors, in rotation, will be asked to attend Executive Board or Representative Council meetings in the event the President cannot attend.
- C. The Vice President shall:
1. Serve as the assistant to the President in all duties of the President.
 2. Assume the duties of the President in the absence of the President.
 3. Represent Association concerns at the District monthly cabinet meetings.
 4. Be responsible for the formation and distribution of the Association's calendar and activities.
 5. Serve as coordinator of committee activities at the direction of the President.
- D. High School Director shall:
1. Be a liaison between the high schools and the Executive Board.
 2. Call meetings of the high school Site Representatives as required and appoint high school teachers to PSTA committees as directed by the Representative Council.
 3. Poll high school teachers when special input is required.
 4. Represent concerns of their level at the District monthly cabinet meetings.
 5. Handle grievances at their level.
 6. Serve as coordinator of committee activities at the direction of the President.
- E. Middle School Director shall:
1. Be a liaison between the middle schools and the Executive Board.
 2. Call meetings of the middle school Site Representatives as required and appoint middle school teachers to PSTA committees as directed by the Representative Council.

3. Poll middle school teachers when special input is required.
 4. Represent concerns of their level at the District monthly cabinet meetings.
 5. Handle grievances at their level.
 6. Serve as coordinator of committee activities at the direction of the President.
- F. Elementary School Directors shall:
1. Be a liaison between elementary schools and the Executive Board.
 2. Call meetings of the elementary school Site Representatives as required and appoint elementary school teachers to PSTA committees as directed by the Representative Council.
 3. Poll elementary school teachers when special input is required.
 4. Represent concerns of their level at the District monthly cabinet meetings.
 5. Handle grievances at their level.
 6. Serve as coordinator of committee activities at the direction of The President.
- G. The Recording Secretary shall:
1. Keep an accurate record of the proceedings of each Association meeting, Representative Council meeting and Executive Board meeting. Minutes of all meetings shall include a list of members present.
 2. Read any correspondence to be sent out in the Association's name at the next Representative Council meeting and read any correspondence received by the Association.
 3. Distribute minutes of meetings to all Representative Council members within five school days of any meeting.
 4. Establish the existence of a quorum at all Representative Council and Executive Board meetings.
 5. Notify the President and Executive Board in case of an Executive Board vacancy.
 6. Report Executive Members' attendance to the Executive Board.
- H. The Treasurer shall:
1. Receive all funds belonging to the Association.
 2. Disburse Association funds, as designated by the President, approved by the Executive Board, co-signed by the Treasurer and the President.
 3. Keep an itemized account of receipts and expenditures and present a written financial report at each Representative Council and Executive Board meeting.
 4. Arrange for an independent review of the books of the Association annually, and post the results at each school.
 5. Be responsible for submitting appropriate financial reports to CTA, NEA, and other agencies as required by law.
 6. Serve from July 1 – June 20 and be responsible for closing out the books in accordance with fiscal policy.

XII. DUTIES OF THE REPRESENTATIVE COUNCIL

The policy-making body of the Association shall be the Representative Council. The

Representative Council is comprised of Site Representatives, the Executive Board and CTA State Council Representatives. This council derives its power from and shall be responsible to the Association.

A. The Representative Council shall be composed of the following active members:

1. Executive Board, Ex Officio
2. Elected Site Representatives
3. Additional Representatives:
 - a) Service Center Council Representatives, when not already serving on the Representative Council in another capacity.
 - b) Committee chairpersons, Ex Officio non-voting.
 - c) CTA State Council Representatives
 - d) Any member of the Association who holds CTA/NEA offices or committee appointments, Ex Officio non-voting.

B. The Representative Council shall:

1. Establish Association policies and objectives.
2. Adopt the annual budget of the Association on or before the first meeting of the school year.
3. Approve the establishment or discontinuance of committees and task forces.
4. Establish the dues of the Association.
5. Attend regularly scheduled monthly meetings. The Executive Board shall decide the number, place, and time of meetings.
6. Have general and special meetings, if called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
7. Establish a quorum for all meetings.
8. Serve a term of one (1) year, except for the CTA State Council Representatives whose term is set by CTA.
9. Attend emergency meetings of the Representative Council during crisis situations.

C. Site Representatives shall:

1. Be selected by the active membership for each site through open nominations and elected by electronic voting. The election shall be held by secret ballot. A Site Representative shall not conduct an election in which he or she is a candidate.
2. Be elected at each site by the faculty for the upcoming school year by the end of the school year. Last year's representative will notify the Recording Secretary of the newly elected Site Representatives who will serve during the upcoming school year.
3. Represent the faculty at their site. Attend all regularly scheduled Representative Council meetings.
4. The Site Representative will arrange for alternate(s) to attend in Site Representative's absence.

5. Represent active members who are not represented through an individual school faculty group. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
6. Conduct regular meetings between the Representative Council and the active members of the faculty unit.
7. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members.
8. Represent the views and input of the active membership of the faculty through votes taken in the Representative Council.
9. Maintain a current PSTA bulletin board on site.

XIII. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.
- C. The Executive Board shall direct the activities of all committees, subject to the policies established by the Representative Council.

XIV. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- B. The Bargaining Team shall be composed of six (6) members and one (1) alternate.
 1. One member shall be from the high school level.
 2. One member shall be from the middle school level.
 3. One member shall be from the elementary school level.
 4. Three members—at-large.
 5. The alternate shall not be a voting member of the Bargaining Team; however, an alternate shall attend all Bargaining Team meetings.
 6. The President shall not be a member of the Bargaining Team.
- C. The President shall appoint, with the approval of the Executive Board, all members of the bargaining team including, the alternate, and the chairperson.
- D. Vacancies created by the resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- E. The President of PSTA may attend meetings of the Bargaining Team.
- F. The Executive Board, by a two-thirds majority, may remove a member of the Bargaining Team.
- G. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires. The Chairperson of the Bargaining Team shall be responsible to keep the membership aware of the status of the bargaining sessions.

- H. In the event that an outside negotiator is employed he/she shall report to the President and the Executive Board.
- I. The Bargaining Team is empowered to reach tentative agreements with the district subject for ratification by the Active membership.
- J. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- K. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to policies established by the Active membership.
- L. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Representative Council in that unit.
- M. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- N. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

XV. PARLIAMENTARY AUTHORITY

On matters of procedure not otherwise covered by the provisions of these Bylaws, Rules of Order (*Robert's Rules of Order*, latest revised edition, or Institution specific) shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVI. CONTRACT APPROVAL

A. Guidelines for contractual agreement approval:

1. Any tentative agreement reached by the Bargaining Team shall be reported to the Executive Board who shall then report to the Representative Council.
2. Ratification of a tentative agreement shall be by a member-only vote. Ratification requires 50% plus one (1) of the members voting.
3. Prior to ratification, each site shall receive copies of the proposed contract.
4. At least five (5) school days shall elapse between the distribution of copies of the proposed contract and ratification. If contract negotiations conclude during any vacation period the ratification meeting shall not be scheduled until five (5) school days after the vacation period ends. The Representative Council can vote to amend the ratification process.
5. Each contract shall be ratified by the voting procedures outlined in the Bylaws.

XVII. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members at any regular or special meeting of the Association provided notice in writing of a proposed bylaw

amendment shall have been submitted to the Recording Secretary and made available to all Association members at the meeting preceding the one at which it is to be voted upon.