

A Guide to Membership for Community College Chapter Leaders

California Teachers Association (CTA) membership is open to any person engaged in, or who is on a limited leave of absence from, non-administrative, non-supervisory, public education employment. Visit the dedicated website for chapter leaders for support, training, and documentation on all membership procedures at www.CTA.org/Membership.

How to Recognize Active Member and Non-Member Status

An **Active Member** is any current bargaining unit member who has signed a NEA/CTA/Local/Community College Association (CCA) Membership Enrollment Form and is current on dues payments.

Non-Members are all other bargaining unit members and are not eligible for union benefits. Non-Members are identified in the CTA membership system (Falcon) using the following categories:

- **POTENTIAL** – A bargaining unit member who has not yet joined.
- **NO DEDUCTIONS** – A formerly Active Member, but dues deductions have stopped without notice. Chapter leadership, CTA Primary Contact Staff (PCS), and CTA Membership Accounting will coordinate to verify the employment/membership status.
- **DROPPED** – A bargaining unit member who officially and voluntarily dropped membership.
- **FORMER FEE PAYER** – Agency Fee Payers of record as of the US Supreme Court Janus ruling in June 2018.

CTA 360 and CTA 360Pro - Membership Data Tools

CTA 360 and CTA 360Pro are tools for chapter leaders to help manage membership and to assist in member engagement and organizing activities. These tools provide an easy way to verify and update member and non-member information as well as provide access to a variety of reports. For more information and links to training videos, visit <https://www.cta.org/membership/cta360>.

Additional Resources

All the topics in this document & more are covered in detail in the [CTA Membership Handbook](#).

Find answers to common questions & resources on the CTA website - <https://www.cta.org/membership>.

Chapter officers should contact their CTA Primary Contact Staff (PCS) and their CTA Membership Accounting staff for further assistance.

Membership Enrollment and Dues Payments

The CTA membership year is from September 1 to August 31. Membership dues of enrolled Active Members can be pro-rated through payroll deductions after the beginning of the year.



Online Enrollment and Notification Procedure

CTA offers online enrollment through <https://www.cta.org/join> that chapters can use as part of their organizing and member recruitment planning. The chapter president, membership chair, deployed office staff, CTA membership staff, and CTA PCS will receive a weekly Monday morning email listing the new members that have enrolled electronically the previous week.

➔ Chapter leadership **must** forward these emails to the district payroll office to begin dues deductions. Please forward these emails to the district payroll office as soon as possible.

➔ Signed paper membership forms **must** be sent to CTA Membership Accounting for data entry. Paper forms are generally processed within two days of receipt by CTA Membership Accounting. After someone joins by signing a paper form, promptly notify the district payroll office in writing (for example, an email) with the name of the individual(s), that the individual(s) has authorized the deduction of union dues, and that dues deductions should begin with the next payroll period.



Handling Multiple Chapter Memberships

Individuals who enroll as Active Members in multiple districts/CTA chapters must indicate to CTA their primary employer on their membership enrollment form and pay unified dues (NEA/CTA/Local/CCA) at that primary chapter. Members joining at an additional community college chapter(s) may request a reduced payroll deduction by only paying the local dues. If the primary membership is at a K-12 chapter, then only CCA and local dues are required.

The member must contact the chapter leadership at their secondary chapter to indicate they are paying unified union dues at another chapter and request a reduced dues deduction. Some chapters may request a copy of the primary chapter membership card. Enrollment at each CTA/CCA represented chapter is required to ensure full Group Legal Services (GLS) coverage and union benefits, such as voting rights, within each chapter.



Members Without a Work Assignment

Part-time community college members on a leave of absence or without a work assignment will need to contact a local chapter representative to arrange for continued membership and to submit a check payment at the “Category 4” dues rate. CTA Membership Accounting is available to help determine the amount due. Membership can be maintained as long as the individual is temporarily without a district work assignment and pays dues.

Importance of Continuous Active Membership

Members should be encouraged to maintain continuous Active Membership because:

- Voting on collective bargaining agreements and in union elections, having a voice on legislative issues, and [Member Benefits Programs](#) require Active Membership.
- [CTA's Group Legal Services](#) (GLS) Program requires membership at the time the incident occurs, at the time legal service is requested, and throughout the time that legal representation is provided.*

*Part-time faculty requiring GLS, whose dues deductions cease due to a temporary period of not working, should promptly seek to maintain or reinstate Active Membership. If such a part-time college faculty member transitions to **Non-Member** status with "**NO DEDUCTIONS**" but then retroactively reinstates Active Membership within the same membership year of the dues stoppage, CTA Legal will excuse the membership lapse for purposes of GLS coverage. This person will be eligible for GLS coverage for matters that arose while an Active Member or during the temporary membership lapse.

Example:

Member works part-time in the fall semester and pays dues via payroll deduction. Member does not work in spring semester, but they plan to work the following fall. Dues deductions cease in January and thus individual becomes **Non-Member** with "**NO DEDUCTIONS**." In April, they send a check to CTA for pro-rated dues to cover the period from January through the end of the union's fiscal year in August. The individual is eligible for GLS benefits for matters that were pending or that arose between January and April, as well as for legal disputes arising thereafter.



Membership Enrollment Forms for Returning Members

To support chapter organizing efforts, CTA allows for the reinstatement of formerly Active Members that ended their Active Membership because dues deductions ceased (**Non-Member** with status "**NO DEDUCTIONS**") within one calendar year in the same chapter without the need to sign a new enrollment form.

➔ Chapter leadership **must** notify the district to resume payroll deductions when individuals return to Active Member status within one calendar year without signing a new enrollment form. See examples on page 8 in the [CTA Membership Handbook](#).

Note: Individuals that officially and voluntarily drop membership (**Non-Member** with status "**DROPPED**") will need to sign a new enrollment form to rejoin.

Reconciliation and Non-Member Processing

Community College Membership Reconciliation Process

➔ Each chapter **must** determine a payroll deduction schedule to ensure membership dues are paid for the year based on academic term starts and faculty payroll dates. CTA's dues accounting is based on the payroll deduction schedule the chapter arranges with the district. If a growing number of members are teaching compressed or late-start classes and dues deductions are impacted, please contact CTA Membership Accounting staff to discuss your dues deduction schedule.

CTA Membership Accounting staff reconcile payroll dues lists from the district to the CTA membership database approximately two to three times throughout the year. As the dues payments are reconciled, CTA Membership Accounting staff will send updates to the chapter president, with a cc: to the CTA PCS. Changes are processed in the CTA data system (Falcon) approximately two weeks after the notice is sent to allow for chapter leadership review of membership updates. If additional review time is needed, please engage with CTA Membership Accounting staff.

Individuals Converted to Non-Member Status: Email Notification

Part-time members transitioned in the CTA database to "**NON-MEMBER – NO DEDUCTIONS**" will receive an email with detailed information on how they can maintain their Active Membership. The chapter president is copied on this communication.

These individuals will display on chapter rosters as "**NON-MEMBER – NO DEDUCTIONS.**" This allows chapter leaders to track these individuals and:

- invite them to maintain membership with dues payment by check;
- invite them to reinstate their membership once they return to paid employment status; or
- notify CTA Membership Accounting that they have left the district.

Membership Drop Requirements and Procedures

Requests to drop union membership must be made in writing and delivered via hand or US Mail to the chapter president by the individual wanting to drop membership. Email and phone call drop requests are not accepted.

The written request to drop membership must include:

- Stated formal request to drop membership, Member's Full Name, Home Address, Name of Local Chapter/Union, Date of Request, Original Signature (photocopies of signature are not acceptable), and CTA Membership Identification Number (if known).

Note: A member may submit a valid request to drop union membership at any time. However, members who are subject to the dues maintenance obligation may only revoke their dues maintenance obligation during their annual 30-day window period. The chapter should coordinate with their assigned PCS to verify drop procedures and commitment date and to address any member concerns. See [Membership Processing Toolkit](#) for chapter and staff requirements.