

A Guide to Membership for Certificated and Education Support Professional 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/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) at that primary chapter. Members joining at an additional chapter(s) may request a reduced payroll deduction by only paying the local dues. If the secondary membership is at a community college, 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 represented chapter is required to ensure full Group Legal Services (GLS) coverage and union benefits, such as voting rights, within each chapter.

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.*

CTA recommends that Active members maintain their membership while on an unpaid leave of absence to maintain membership and benefits. Members would pay dues at the Category 3A (ESP at Category 5) dues rate by making arrangements with the local before their pay ceases or contacting the CTA Regional Resource Center. CTA Membership Accounting is also available to help determine the amount due.

Members opting not to continue active membership while on an unpaid leave will be transitioned in the CTA Falcon database to a Non-Member status with a category of **No Deductions**. As the individual is still part of the bargaining unit, they will remain on chapter rosters so leaders can track them and invite them to retain their membership once they return.



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

Membership Reconciliation Process

CTA Membership Accounting staff reconcile payroll dues lists from the district to the CTA membership database several times throughout the year.

As the dues payments are reconciled, CTA Membership Accounting staff will send updates to the chapter leadership regarding Active Members who stopped payroll deductions without notice. Review of these lists and providing status updates as requested help keep records accurate.

Individuals Converted to Non-Member Status

Members transitioned in the CTA database to non-member 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.