

BY-LAWS OF THE GAVILAN COLLEGE FACULTY ASSOCIATION

GCFA/CCA/CTA/NEA 2010

Article I. Executive Board Officers

- A. The officers of the Association shall be a President, two Vice-Presidents, a Secretary, and a Treasurer. One Vice President shall represent full-time faculty and the other part-time faculty.
 - 1. These officers shall be and remain currently paid-up local, state, and national active members as a condition for nomination and service.
 - 2. All officers will be voting members of the Representative Council.
- B. These officers shall be elected with open nominations and by secret ballot by and from the active membership. The two Vice Presidents will be elected by their respective full-time and part-time constituencies.
- C. Executive board officers shall be elected in late Fall for a term of one year, commencing terms on the first day of the calendar year.
 - 1. The President shall be the chief executive officer of the Association and its policy leader and spokesperson. The President has the following duties:
 - a. Preside at all meetings of the Association and the Executive Board and co-preside at the Representative Council,
 - b. Prepare the agenda for the meetings of the Association and the Executive Board and co-prepare agendas for the Representative Council,
 - c. Be the official spokesperson for the Association,
 - d. Be familiar with the governance documents of the GCFA, CCA, CTA, and NEA,
 - e. Nominate all chairpersons and members of committees with the advice and approval of the Executive Board,
 - f. Call meetings of the Executive Board and collaborate in calling meetings of the Representative Council,
 - g. Suggest policies, plans, and activities for the Association and oversee the progress and work of the Association,
 - h. Attend statewide CCA meetings to serve as a delegate, or designate an alternate to attend such meetings,
 - i. When possible, attend other statewide meetings of CTA/NEA and Service Center Council meetings or designate an alternate to attend such meetings,
 - j. Attend relevant training sessions related to the duties of the position,
 - k. Have been a full-time, tenured faculty member of the GCFA for at least 9 months,
 - l. Publish and widely distribute the regularly scheduled meetings of the Representative Council and the Executive Board at the beginning of each semester. The Representative Council shall meet minimally on the third Thursday of each month in the spring and fall semesters,
 - m. Appoint ad hoc or standing committees as necessary, with the approval of the Executive Board, to fulfill the purposes of the Association, and be an ex officio member of all GCFA committees, including the negotiating team,
 - n. Designate a vice-president to assume presidential duties in the event of a short-term absence.
 - 2. The Full-Time Vice-President has the following duties:

- a. Assist the President in all duties of the President,
 - b. Communicate with full-time constituents and represent full-time interests and concerns to the Executive Board and general membership as needed,
 - c. Attend relevant training sessions related to the duties of the position,
 - d. Serve as the Executive Board's liaison to the Mayock House committee, Scholarship Committee, Elections Committee, Member Care Committee, and/or other committees as needed,
 - e. Shall be elected by only the full-time faculty GCFA members.
3. The Part-Time Vice-President has the following duties:
- a. Assist the President in all duties of the President,
 - b. Communicate with part-time constituents and represent part-time interests and concerns to the Executive Board and general membership as needed,
 - c. Attend relevant training sessions related to the duties of the position,
 - d. Serve as the Executive Board's liaison to the Mayock House committee, Scholarship Committee, Elections Committee, Member Care Committee, and/or other committees as needed,
 - e. Shall be elected by only the part-time faculty GCFA members.
4. The Secretary has the following duties:
- a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and of the Executive Board,
 - b. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the members,
 - c. Carry on the correspondence pertaining to the affairs of the Association as directed by the President,
 - d. Attend relevant training sessions related to the duties of the position,
 - e. Oversee timely and regular communications to the membership.
5. The Treasurer has the following duties:
- a. Receive all funds belonging to the Association, balance accounts monthly, and be responsible for their safekeeping and accounting,
 - b. Pay out such funds upon orders of the President or a majority of the Representative Council,
 - c. Provide a written report on the financial status of the Association at each Association meeting and keep Executive Board and Representative Council apprised at other times,
 - d. Save all financial records and be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership,
 - e. Process membership applications forms for GCFA/CCA/CTA/NEA members in a timely manner, distribute ID cards, and maintain an accurate roster of membership of the Association,
 - f. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies including IRS tax information and PERB Report and Hudson Notice, as required by law,

g. If applicable, monitor Agency Fee Payers and provide documents as requested by CTA, by Sept 30 annually. When applicable, provide Notice and Hudson Act documents as required to local Agency Fee Payers in the event CTA services are not utilized, and processes refund payments as billed by CTA,

h. Attend relevant training sessions related to the duties of the position.

D. Grievance Officer:

1. Shall be nominated by the president and approved by the Executive Board,
2. Shall attend Executive Board meetings and report to the Executive Board though is NOT a voting member of the Executive Board,
3. Shall attend state and local trainings, as necessary,
4. Shall act on all grievances submitted orally or in writing to the GCFA,
5. Shall present to the Executive Committee recommendations for handling grievances,
6. Shall present an annual report to the Representative Council with recommendations on best practices to avoid and resolve grievances.

E. Chief Negotiator:

1. Will be approved by the Executive Board
2. Shall negotiate with the Administration as directed by the Executive Board and the Representative Council.
3. Shall report regularly to the Representative Council.
4. Shall attend all Executive Board meetings though is NOT a voting member.
5. Shall attend state and local trainings, as necessary.

F. Vacancies in Office

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. In the event of a long-term or permanent vacancy occurring in the office of the President, the Full-Time Vice-President shall assume the office. In the event a vacancy occurs in the other offices, the Representative Council shall elect a successor.

Article II. EXECUTIVE BOARD

A. The Executive Board shall be composed of the elected officers of the Association and other members nominated by the President and approved on an ad hoc basis by Executive Board. The past president of the Association and the College's Academic Senate President shall be ex officio members of the Executive Board.

B. The Executive Board shall meet at least twice a month during the school year and other times as required. The president will publish and widely distribute the regular schedule each semester (currently they are on the second and fourth Tuesday afternoons). Extra meetings may be held at such other times as the president may deem necessary. All meetings shall be open to all members but may be closed to discuss sensitive negotiations issues, grievances, and personnel issues.

C. The Executive Board shall:

1. Coordinate the activities of the Association,
 2. Recommend and/or approve financial activities of the organization,
 3. Direct the bargaining activities of the Association, including the solicitation of ideas on contract openers,
 4. Approve all appointments to committees, including chairpersons, and oversee committee work,
 5. Approve financial expenditures up to \$1,000. Expenditures above that must go before the membership at a general membership meeting,
 6. Direct the grievance activities of the Association,
 7. Establish and update standing rules as needed,
 8. Communicate regularly and promptly with all union members on matters of importance, and endeavor to respond in a timely manner to their issues and concerns,
 9. Direct and support the activities of the Representative Council and solicit the Council's input on significant policies, procedures, and decisions,
- D. A quorum for meetings of the Executive Board shall be a majority of the Executive Board.

Article III. REPRESENTATIVE COUNCIL

A. The Representative Council will meet minimally the third Thursday of the month during the spring and fall semesters. The time and place of the Council meetings will be published and widely distributed at the beginning of each semester. In urgent circumstances, the Executive Board may call a Council meeting on at least a 24-hour notice, provided that reasonable efforts are made to notify every Council member.

B. The officers of Council shall be two co-presidents, a vice president, and a secretary.

1. One co-president will be the president of the union.
2. The second co-president, the vice president, and the secretary shall be elected by the Council at its first meeting of the calendar year. No Executive Board member is eligible to be the second co-president. All terms will be for one year.
 - a. The co-presidents will jointly set the agenda and the elected council co-president shall chair the meetings.
 - b. The vice president shall assist the co-presidents.
 - c. The vice president shall assume the chair if the elected council co-president is absent
 - d. The secretary will take the minutes of the meeting and, after they have been approved by the Council, will distribute them to all association members.

C. Each academic department shall have one elected representative on the Council. Elected Representatives shall do the following:

1. Attend Representative Council meetings,
2. contribute input on negotiations and other union matters to the Executive Board,
3. solicit faculty views and concerns to make known to the Executive Board, grievance officer, and/or negotiating team as appropriate,
4. disseminate information to their departments,

5. publicize union activities and needs to faculty, including committee vacancies,
 6. organize events and campaigns to support union goals and priorities,
 7. engage in training and leadership development activities to strengthen the GCFA.
 8. Any other activities that support and strengthen the Association, in consultation with the Executive Board.
 9. Members will serve for two years and the initial term will be one or two years and determined by lot so approximately half of the terms expire at the end of each calendar year.
- D. The Representative Council shall approve the budget for the Association after it has been shown to the membership at a general meeting.
 - E. Amendments to the budget may be proposed by the Executive Board and voted on by the Representative Council during the year.
 - F. The Representative Council will nominate the negotiators for approval by the Executive Board
 - G. Establish and update standing rules as needed.
 - H. Appoint officers to the Executive Board if a vacancy other than the President exists.
 - I. The Council shall receive a monthly report from the Executive Board including any expenditures up to \$1,000, a monthly report from the Negotiations team liaison, and an annual report from the Grievance Officer.

Article IV. GENERAL MEMBERSHIP MEETINGS

Meetings of the general membership will be held at least twice a year. Notices and agendas for all meetings shall be posted on the GCFA website and distributed via e-mail at least two weeks prior to the date of a general meeting. The official means of communication shall be e-mail. At every regular membership meeting, a treasurer's report shall be given.

- A. The budget for the calendar year shall be proposed to the membership at a regular meeting during the Fall semester and approved by the Representative Council at a succeeding meeting.
- B. The Representative Council or the Executive Board may call additional general membership meetings as needed. All members must be notified of the meetings two weeks in advance.
- C. Special emergency meetings of the membership may be called by the Executive Board or by petition of 10% of the active membership.
 1. These meetings will consider only items specified in the call for such a meeting and shall deal with important matters that arise between regular meetings and that urgently require action.
 2. For emergency meetings during crisis situations, the Executive Board shall adopt standing rules to notify members of meeting dates, locations, and times.
- D. A quorum for all meetings of the Association shall consist of 20 percent of active members. In the event a quorum does not exist at a regular Association meeting, and a motion requiring a vote is proposed, a mail-in or e-mail ballot (see Article VIII. Election Procedures) may be requested upon motion by any member present at the meeting. Such a vote will be conducted by the Elections Committee (see Article VI B).

Article V. NEGOTIATING TEAM

- A. The duties of the Negotiating Team are to represent and to bargain for the bargaining unit.

B. The Negotiating Team will be composed of four members nominated by the Representative Council and approved by the Executive Board. The term of each negotiator shall be three years and each negotiator shall hold one of the following positions – Recorder, Resource Person, Representative Council Liaison, and Lead negotiator/Spokesperson. Positions will change yearly. Duties will be determined by the Negotiations Team and approved by the Executive Board.

C. At least one of the negotiators will be a part-time faculty and the lead will be a tenured full-time faculty member.

D. After a negotiated agreement with the District has been reached, the Representative Council and the Executive Board each must recommend “for” or “against” ratification. The proposal(s) & the recommendations of both the Council and the Executive Board are to be submitted to the union membership for their consideration prior to ratification voting according to the by-laws and the Elections Committee.

E. Vacancies created by resignation or inability to serve shall be filled by nomination of the Representative Council and approval by the Executive Board.

F. The Executive Board, by majority vote, may remove a member of the Negotiating Team.

G. All negotiators will attend statewide and local trainings.

H. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the membership.

I. Employees in the bargaining unit shall be surveyed by the Executive Board to determine which articles of the contract to open in negotiations.

J. The Negotiating Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may request.

K. The Negotiating Team shall provide for the dissemination of information regarding bargaining and the activities of the Negotiating Team to both the Representative Council and the general membership.

L. Agreements reached between the Negotiating Team and the District or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership.

VI. STANDING COMMITTEES

A. The Mayock House Committee members will be appointed by the Executive Board based upon nominations from the president. It will consist of at least three members serving staggered three year terms.

1. The Mayock House Committee shall meet as needed to oversee facility use, determine interior and exterior design and structural needs of the facility, determine maintenance needs of the facility, oversee performance of maintenance or other tasks, present budget and expense information to the Executive Board on a regular or as-needed basis; perform other tasks as needed. The committee will get approval from the Executive Board for any expenses over \$100.
2. The chair of the Mayock House Committee will be nominated by the president and approved by the Executive Board.
3. The committee will draft standing rules to be approved by the Executive Board.
4. The committee will report to the Executive Board and the Membership Council on a regular basis and at other times when requested by either body.

B. The Member Care Committee members will be appointed by the Executive Board based upon nominations from the president.

1. The committee will consist of at least three members and will be responsible for arranging social events for union members and the whole campus community. It is anticipated the committee members will NOT do all the work on their own and will actively delegate work to others.
2. The committee will be responsible for arranging celebrations for milestones such as faculty achieving tenure and sending condolences for sad events in the lives of association members.
3. The committee will draft standing rules to be approved by the Executive Board.
4. The committee will report to the Executive Board and the Membership Council on a regular basis and at other times when requested by either body.

C. Other standing committees may be created by the Executive Board with a vote by the Representative Council. Members and chairs will be appointed by the president and approved by the Executive Board.

VII. AD HOC COMMITTEES

A. The GCFA Executive Board will annually appoint a Scholarship Committee consisting of at least three interested unit members. At least one member will be from the Liberal Arts division and one member from the Technical and Public Services division. The committee will draft standing rules to be approved by the Executive Board. These rules will include and not be limited to the scholarship nomination process, criteria, amount of the scholarships, and the selection process.

B. Elections Committee

1. The committee will have a chair and at least two other members. The chair will be a GCFA active member.
2. The members and the chair of the committee will be nominated by the President and appointed by the Executive Board.
3. Members will serve one-year terms.
4. Members of the committee do not all have to be GCFA members
5. Elections shall be conducted with the following criteria:
 - a. Open nomination procedure,
 - b. Secret ballot,
 - c. All Active members will be given opportunity to vote and each vote will count the same (one person, one vote),
 - d. A record will be kept of which voters received and cast ballots,
 - e. Majority vote, unless otherwise specified in the constitution or by-laws,
 - f. Elections will follow CTA/CCA guidelines. If there is a discrepancy, CCA guidelines will take precedence.
6. The duties of the Elections Committee shall be to:
 - a. Ensure that all chapter CCACTA/NEA election codes and timelines are followed,
 - b. Establish election timelines,
 - c. Develop and carry out timelines and procedures,
 - d. Prepare ballots for election of officers and such other elections as may be necessary,
 - e. Count the ballots and certify the results,
 - f. Handle initial challenges.

C. Other ad hoc committees may be created by the Executive Board as necessary. Members and chairs of these committees will also be appointed by the president and approved by the Executive Board.

VII. DUES, FEES, AND ASSESSMENTS

A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CCA and CTA, and the dues of NEA. The Executive Board of the GCFA shall adjust dues as needed to remain eligible for the CAP arbitration program, and inform the membership of any such adjustments.

B. The Association's portion of the basic annual dues, and the representation fee for non-members shall be recommended by the Executive Board to the membership as needed. Dues and representation fees shall be established by action of the active membership as needed. A majority of the members present are needed to approve dues and fees changes at any regular meeting. Upon approval of these bylaws, the current dues structure at the time of implementation will remain as is.

C. The Association shall establish local dues for Associate members at the rate of \$5 per semester.

VIII. NOMINATIONS AND ELECTIONS

A. Nominations and elections will be conducted under guidelines approved by CCA and/or CTA. If there are any discrepancies, CCA guidelines will take precedence.

B. All elections will be conducted using an open nomination and secret ballot procedure approved in section A above.

XI. DUE PROCESS

A. The Association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure which shall include an appellate procedure.

B. The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from office without a due process procedure which shall include an appellate procedure.

C. The Representative Council shall approve standing rules and procedures to implement these due process guarantees.

X. AMENDMENTS

The bylaws of GCFA may be amended by a simple majority of those voting in the following ways:

A. A member who gets 10% of the membership to sign a petition may submit an amendment to the Representative Council for a majority vote. After approval by the Representative Council, the proposed amendment is read at a regularly scheduled general membership meeting, distributed to the membership by mail and voted on by mail, e-mail, or central ballot box with the voting run by the Elections Committee OR

B. The Executive Board may submit an amendment is to the Representative Council for a majority vote. The amendment is then voted on by mail, e-mail, or central ballot box in a vote run by the Elections Committee.

XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all general and special membership meetings of the Association, the Representative Council, and the Executive Board.