

BYLAWS

MIRACOSTA COLLEGE ACADEMIC ASSOCIATE FACULTY/CTA/NEA

I. NAME AND LOCATION

The official name of this Union shall be the MIRACOSTA COLLEGE ACADEMIC ASSOCIATE FACULTY/CTA/NEA (hereinafter MCCAFAF).

II. PURPOSES

- A. The primary purpose of MCCAFAF shall be: To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;

To form a representative body capable of developing group opinion on professional matters to speak with authority for members;

- B. To provide an opportunity for continuous study and action on problems of the profession;
- C. To promote cooperation and communication between education support professionals and certificated educators;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the profession and the community; and
- G. To foster good fellowship among members.

III. AFFILIATION WITH CTA/NEA

- A. The MIRACOSTA COLLEGE ACADEMIC ASSOCIATE FACULTY union shall be a chartered chapter of the California Teachers Union (CTA).
- B. The MIRACOSTA COLLEGE ACADEMIC ASSOCIATE FACULTY union shall be an affiliate local union of the National Education Union (NEA).

IV. MEMBERSHIP

- A. The primary category of membership shall be Active members, i.e. dues-paying members.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from part-time professional educational work, is an employee of the MiraCosta Community College District, and whose primary assignment is such as not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Union/CTA/NEA dues.
- D. The right to vote and to hold elective office or appointive position within the Union shall be limited to Active members.
- E. Active members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Union.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- H. No Active member of the Union may be disciplined by the chapter without due process. Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross-examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. The member has the right to appeal the decision of the hearing panel to the governing body.
- I. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members shall be sufficient to cover the operation expenses of the Union, the dues of CTA, and the dues of NEA.
- B. The Union's portion of the basic annual dues shall be established by action of the Executive Board of the Union at the last regular meeting of the school year.
- C. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If, by October 31 of any calendar year, a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

- A. The policy-making body of this Union shall consist of the Active members of the Union.
- B. The Union shall meet a minimum of 2 times a year; the time and place of such meetings to be decided by the Executive Board.
- C. Special meetings of the Union may be called by the President or by petition containing the signatures of twenty percent (20%) of the Active membership.
- D. Special meetings of the Union shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- E. Notices and agendas for all meetings shall be posted on the Union's website at least two days prior to the date of the meeting.
- F. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify members of the meeting dates, places, and times.
- G. General Membership meetings may be held in an electronic format, such as a webinar, only for the purpose of dispensing information to members, provided that all bargaining unit members are invited to be a part of the webinar with the ability to ask questions and hear all responses. Voting on action items during a webinar is strictly prohibited.
- H. The budget of the Union shall be adopted by a majority of the Active membership that is present at the first regular meeting of the school year.
- I. Action items on the agenda at regular or special meetings may be approved by a majority vote of those Active members who are present at the regular or special meeting.
- J. Grievance procedures shall be approved by a majority of the Active members present at any meeting where such grievance procedures are subject to a vote.

VII. OFFICERS

- A. The officers of the Union shall be a President, a Vice-President, a Secretary, and a Treasurer.
- B. 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.
- C. These officers shall be elected by and from the Active membership of the Union. Such election shall be by open nominations and secret ballot.
- D. These officers shall be elected for a term of two (2) year(s), commencing on July 1 of any calendar year.
- E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Union. In the event a vacancy occurs in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, the Executive Board, by majority vote, shall choose a successor to serve out the balance of the term.
- F. The President shall be the chief executive officer of the Union and its policy leader.

The President shall:

1. Preside at all meetings of the Union and the Executive Board;
2. Prepare the agenda for the meetings of the Union and the Executive Board;
3. Be the official spokesperson for the Union;
4. Be familiar with the governance documents of the Union, CTA, and NEA;
5. Appoint all chairpersons and members of committees with the approval of the Executive Board at the beginning of each school year;
6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board at the beginning of each bargaining cycle;
7. Call meetings of the Union and the Executive Board;
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Active membership of the Union;
9. Suggest policies, plans and activities for the Union and be held responsible for the progress and work of the Union;
10. Attend other CTA/NEA meetings as directed by the membership.

G. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Union's calendar of activities; and
4. Serve as coordinator of committee activities at the direction of the President.

H. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Union and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the members;
3. Maintain an accurate roster of the membership of the Union and of all committees;
4. Coordinate the Union Web Page and Newsletter; and
5. Carry on the correspondence pertaining to the affairs of the Union as directed by the President;

I. The Treasurer shall:

1. Receive all funds belonging to the Union and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Provide a written report on the financial status of the Union at each Union and at each Executive Board meeting;

4. Be responsible for an annual audit of the books of the Union and distribute a summary of this audit to the membership upon request; and
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

VIII. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers of the Union.
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The Executive Board shall meet prior to each regular meeting of the Union and at such other times, as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board, to conduct the business of the Union between meetings of the Active members of the Union.
- D. The duties and responsibilities of the Executive Board are:
 1. Coordinate the activities of the Union;
 2. Recommend a budget for the Union to the membership;
 3. Direct the bargaining activities of the Union,
 4. Approve by majority vote all appointment and removal of committee members, including chairpersons;
 5. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
 6. Adopt grievance procedures;
 7. Direct the grievance activities of the Union;
 8. Adopt the local Standing Rules for the Union; and
 9. Exercise all the business and organizational powers and duties for the Union as prescribed by law and these bylaws, subject to any restrictions that may be imposed by a majority of the Active members of the Union.
- E. A quorum for meetings of the Executive Board consists of a majority of the elected members of the Executive Board.

IX. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
1. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
 2. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates
 3. The Executive Board, by a two-thirds (2/3) vote, may remove a member of the Bargaining Team.
 4. Responsibility and authority for directing the bargaining process on behalf of the Union are vested in the Executive Board.
 5. Employees in each appropriate bargaining unit shall be surveyed to help determine contents of the proposed contract demands.
 6. The Bargaining Team shall report its activities to the Executive Board as the Board requires.
 7. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the Active members of the Union.
 8. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Union until such agreements have been ratified by the membership, unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

X. GRIEVANCE PROCESSING

- A. The Executive Board shall adopt the procedures for grievance processing.
1. These procedures shall include, but not be limited to, the following:
 2. Provide for representation to assist all members of the bargaining unit in processing grievances;
 3. Training for handling grievances; and
 4. Evaluation of the Union's grievance policies and procedures.

XI. NOMINATIONS AND ELECTIONS

- A. 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*.
- B. The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.

- C. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year. The duties of the Elections Committee shall be to:
1. Ensure that all Union/CTA/NEA election codes and timelines are followed;
 2. Establish election timelines;
 3. Develop and carry out timelines and procedures;
 4. Prepare ballots for election of officers and such other elections as may be necessary;
 5. Count the ballots and certify the results; and
 6. Handle initial challenges.
- D. Elections shall be conducted with:
1. Open nomination procedure;
 2. Secret ballot;
 3. All Active member vote;
 4. Record of voters receiving or casting ballots; and
 5. Majority vote, unless otherwise specified.

XII. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board.
- B. Each committee shall submit periodic reports to the Executive Board and the general Active membership.

XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly-revised, latest edition, shall be followed at all meetings of the Union.

XIV. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Active members present at any regular or special meeting of the Union provided notice in writing of a proposed bylaw amendment shall have been submitted to the Secretary and made available to all Active members at the meeting preceding the one at which it is to be voted upon.