

## **BYLAWS**

Coast Community College Association/CTA/NEA Chapter 1152  
(adopted February 22, 2008)

### **I NAME AND LOCATION**

The name of this Association shall be the Coast Community College Association/CTA/NEA in Orange County, California.

### **II PURPOSES**

The primary purposes of this Association shall be:

- A To represent its members in their relations with their employer in all matters relating to employment conditions and employee-employer relations including, but not limited to, wages, hours, and other terms and conditions of employment;
- B To form a representative body capable of developing group opinion on professional matters to speak with authority for unit members;
- C To provide an opportunity for continuous study and action on problems of the profession;.
- 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 Coast Community College Association shall be a chartered chapter of the California teachers Association (CTA).
- B The Coast Community College Association shall be an affiliated local association of the National Education Association (NEA).

### **IV MEMBERSHIP**

- A Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work or is a part-time employee of Coast Community College District.
- B Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter/CTA/NEA dues.
- C The right to vote and hold elective office or appointive position within the Association shall be limited to Active members.
- D 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.

- E An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- 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, color, ethnic group, marital status, national origin, or sexual orientation.
- H No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- 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, and representation fee for non-members in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of the CTA, and the dues of the NEA.
- B The Associations portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Executive Board at the last regular meeting of the school year.
- C Representation fees will be apportioned on the same percentage basis as the full Chapter/CTA/NEA dues.
- D Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership.

#### VI POLICY-MAKING BODY

- A The policy making body of the Association shall be the Executive Board. The Executive Board, composed of members of the Association, derives its powers from and shall be responsible to the membership.
- B The Executive Board shall be composed of the following Active members:
  - 1 Elected officers of the Association;
  - 2 Chairs of Standing Committees
- C The Executive Board 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;
  - 4. Establish the dues of the Association.

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- D The Executive Board shall meet at least once during each school month, the number, place, and time of meetings are decided by the Executive Board.
- E Special meetings of the Executive Board may be called by the President, a majority of the executive Board, or by petition of twenty percent (20%) of the membership.

- F Special meetings of the Executive Board shall be called for a specific purpose and no business other than that for which the meeting was called may be transacted.
- G Notices and agendas for all meetings of the Executive Board shall be sent to all members of the executive board at least two days prior to the date of the meeting.
- H A quorum for all meetings of the Executive Board shall consist of a majority of the Executive Board.
- I Members of the Executive Board shall serve for terms of three (3) years (except for the CTA State Council Representatives [if any] whose terms are set by CTA).

## VII OFFICERS

- A The officers of the Association shall be: President, three Vice-Presidents, Secretary, Treasurer, and one faculty representative from each campus.
- B These officers shall be and must 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 selected by and from the Active membership of the Association. Such election shall be by open nomination and secret ballot.
- D Officers shall be elected for a term, of three (3) years, commencing on the first day of September 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 Association. If there is a vacancy in the office of President, the most senior Vice-President shall assume the office. If a vacancy occurs in any of the other offices, the Executive Board shall appoint a successor who will serve until the next regularly scheduled election.
- F The President shall be the chief executive officer of the Association and its policy leader. The President shall:
  - 1 Preside at all meetings of the Association or Executive Board;
  - 2 Prepare the agenda for meetings of the Association and the Executive Board;
  - 3 Be the official spokesperson for the Association;

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- 4. Be familiar with the governance documents of the Association, CTA, and NEA;
- 5. Appoint all chairpersons and members of committees, and of the bargaining team, with approval of the Executive Board;
- 6. Call meetings of the Association and Executive Board;
- 7. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association;
- 8. Attend meetings of the Service Center Council of which the Association is a part; and
- 9. Attend other CTA/NEA meetings as directed by the Executive Board.

- G The College Vice-Presidents shall:
- 1 Serve as assistants to the President in all duties;
  - 2 Be responsible for the formation and distribution of the Association's calendar of activities; and
  - 3 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 Association and the Executive Board;
  - 2 Be responsible for the distribution of minutes, notices of meetings, and agendas for all meetings to the Executive Board and the membership when appropriate; and
  - 3 Carry on the correspondence pertaining to the affairs of the Association when directed by the President.
- I The Treasurer shall:
- 1 Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
  - 2 Pay out such funds upon orders of the President;
  3. Prepare a written financial report for each regular meeting of the Executive Board;
  - 4 Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the Executive Board and the membership; and
  - 5 Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

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- J The Campus Representatives shall:
- 1 Conduct constant and ongoing liaison between the Executive Board and the Active members of the faculty;
  - 2 Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
  - 3 Represent the views and input of the Active membership of the faculty, conducting frequent and regular polls for this purpose; and
  - 4 Perform such additional duties as prescribed by the Executive Board or directed by the President.

#### VIII STANDING COMMITTEES

- A The standing committees will be Grievance, Negotiations, and Membership.
- B. Chairs of these committees are appointed by the President with the concurrence of the Executive Board.

C Chairs are members of the Executive Board and have a full vote.

IX BARGAINING TEAM

- A The bargaining Team and such alternates as the Executive Board deems necessary shall be appointed by the President and approved by the Executive Board.
- B Vacancies created by resignation or inability to serve shall be filled by the Executive Board.
- C The executive Board by a two-thirds (2/3) majority may remove a member of the Bargaining Team.
- D The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
- E Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board.
- F Employees in the bargaining unit shall be surveyed to determine contents of the proposed contract negotiations.
- G The Bargaining Team shall report its activities to the Executive Board with such frequency as the Executive Board requires.
- H The Executive Board shall provide for the dissemination of information regarding bargaining and activities of the Bargaining Team to the general membership.
- I Agreements reached between the Bargaining Team and the Coast Community College District Board of Trustees or their representatives shall be considered tentative and not binding until such agreements have been approved by the Executive Board on behalf of the Association.

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X GRIEVANCE PROCESSING

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

XI NOMINATIONS AND ELECTIONS

- A There shall be an appointed Elections Committee.
- B Elections shall be conducted with:
  - 1 Open nomination procedure;
  - 2 Secret ballot;
  - 3 All member vote;
  - 4 Record of voters receiving or casting ballots; and
  - 5 Majority vote, unless otherwise specified.
- C NEA State Delegate elections shall be conducted in accordance with CTA guidelines.

- D NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.
- E The duties of the Election Committee shall be to:
  - 1 Ensure that all chapter/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.

## 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.

## XIII AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Active members at any regular or special meeting of the Association provided notice in writing of a proposed Bylaw amendment shall have been made available to all Active members at least thirty (30) days prior to the meeting at which it is to be voted upon.