

# Bylaws

Community Colleges of Spokane – Association for Higher Education (CCS-AHE)

Last Updated: October 2022

## Article I: Dues and Fiscal Year

### Section A: Full-Time Dues

Local association dues for full-time CCS-AHE-NEA members shall be determined by a simple majority vote of the assembled Faculty Senate.

### Section B: Adjunct Dues

Membership is available to adjunct instructors and to instructors teaching hourly on a quarterly contract. Local association dues for adjunct CCS-AHE-NEA members shall be determined by a simple majority vote of the assembled Faculty Senate.

### Section C: Method of Payment

Dues will be paid by automatic payroll deduction.

### Section D: Assessments

Special assessments may be levied by a two-thirds vote of the assembled Faculty Senate provided they include termination of the special assessment in either dollar amounts or a specified date.

### Section E: Fiscal Year

The fiscal year shall be September 1 through August 31.

## Article II: Association Budget

### Section A: Headings

The annual Association Budget shall use the following headings:

- Conference expenses
- Governance fees
- Business expenses
- Organization expenses
- Committee expenses
- Income
- Contingency fund

### **Section B: Procedures**

As soon as possible each fiscal year, the Executive Board will prepare a budget proposal covering projected expenses for the following year. The Treasurer will coordinate the proposal. The budget approved by the Executive Board will be presented to the assembled Faculty Senate and, if approved, will be considered the final budget for the following year.

### **Section C: Changes to Budget**

Any line-item changes to the Association Budget in excess of two thousand dollars must be approved by a majority of the assembled Faculty Senate.

## **Article III: Elections**

### **Section A: Nominations**

Prior to the last five working days in April, the Elections Commissions will present to the membership a list of candidates for office with a call for further nominations. The Elections Commission shall present a nominations report to the assembled Faculty Senate at the May meeting. At the conclusion of the report the Chair of the Elections Commission shall open the meeting up for nominations from the floor.

### **Section B: Procedures**

Only Association members shall be eligible to vote on any business or contractual issues. Elections will take place before the close of the Spring Quarter of each year. After verifying that the list of candidates are eligible and willing to run, the Elections Commission will conduct an election by secret ballot. The method of distribution and collection of ballots will be via senators and senate groups or via electronic ballot. In the election of Vice-President and Representatives to the Board of Trustees, only the members in a unit are eligible to vote for that unit's Vice-President and Representatives to the Board of Trustees. The results of the election will be announced to the Senate and a memorandum announcing the results will be distributed to the general membership. Vote totals will be released only to candidates and only upon receipt of a written request to the Chair of the Elections Commission.

### **Section C: Run-Off Election**

A run-off election shall be required between the two leading candidates for an office if no candidate receives a majority of the total votes cast (over fifty percent) in a general or special election.

### **Section D: Terms in Office**

Officers' terms will be staggered with the President, Treasurer, Secretary, and Adjunct Representative elected in ODD calendar years and the SCC, SCC-Extension, and SFCC Vice-Presidents elected in EVEN calendar years. Elected officers and representatives shall begin their terms of office on July 1. The term of office shall be for two years.

**Section E: Eligibility**

Eligibility for office shall require active membership status for the previous six-month period. Any active member shall have the right to hold an elective position in the Association.

**Article IV: General Membership Meetings****Section A: Voting Eligibility**

Members of the Association shall be eligible to vote at general and special membership meetings.

**Section B: Announcements**

All meetings of the membership, except emergency special meetings, shall be announced by a written notice to each member at least five working days in advance of meeting. Announcement may be by memo or newsletter.

**Section C: Quorum**

A quorum for conducting the business of the Association shall be ten percent of the total membership. The presence of a quorum shall be determined by the presiding officer. A majority vote of the members present shall be required for the conduct of business at all meetings unless otherwise specified in the Constitution or Bylaws.

**Section D: Rights**

All rights to conduct the Association's business rest with the general membership except as delegated in the Constitution and Bylaws.

**Article V: Officers****Section A: Duties of the President**

1. To call and preside at all meetings of the general membership, the Faculty Senate, and the Executive Board.
2. To sign documents and other instruments connected with the business affairs and professional activities of the association.
3. To serve as a member of the Executive Board and the Faculty Senate.
4. To appoint members as coordinators and to commissions, committees, etc. as required in the Bylaws with the approval of the Executive Board.
5. To make temporary appointments to the Bargaining Commission and to appoint the Negotiating Team with the approval of the Executive Board.

6. To be the Association's chief liaison officer to the WEA Board of Directors, to the NEA Board of Directors representing Washington State, to the WEA-EW Council, and to Washington Higher Education Network.
7. To serve as the official representatives of the Association at meetings of affiliate organizations, educational bodies, and other groups, as prescribed herein or directed by the Executive Board, or to delegate as appropriate.
8. To serve as the Association's spokesperson before all news media unless otherwise delegated.
9. To fill vacancies in unexpired terms of all elected offices with ratification by a majority of the assembled Faculty Senate.
10. To be an advisory member of the Bargaining Commissions, Standing Committees, and Ad Hoc Committees.
11. To coordinate a calendar of meetings for the year.
12. To inform the membership of pertinent problems and programs under consideration.
13. To provide adequate preparation and training of incoming officers and members of the Executive Board, Bargaining Commissions, Standing Committees, Coordinators and Ad Hoc Committees.
14. To conduct an inspection, with the Treasurer and the incoming President, prior to leaving office, of the financial records and of all properties owned by the Association.
15. To appoint one of the Executive Board members to serve as Parliamentarian and to maintain the speaking order for the President at meeting of the general membership and the Faculty Senate.

### **Section B: Duties of the Vice-Presidents**

1. To assist the President in the execution of the presidential duties when requested.
2. To serve as liaisons between the CCS-AHE and the educational units they represent. They have the authority to call meetings of either their units' membership or their units' Faculty Senators as they see fit.
3. To serve as a member of the Executive Board and the Faculty Senate.
4. When designated by the President, to perform the duties of the President in the temporary absence or incapacity of the President.

### **Section C: Duties of the Secretary**

1. To keep the official minutes of all Faculty Senate, Executive Board, and general membership meetings and to distribute minutes of those meetings to the appropriate persons within fourteen days of those meetings.
2. To serve as a member of the Executive Board and the Faculty Senate.

3. To compile, prepare, and distribute agendas prior to Faculty Senate and Executive Board meetings.
4. To act as local agent for the state and national association and to notify them of any changes in officers or other matters pertaining to the local Association.
5. To maintain office records and files of the Association.

#### **Section D: Duties of the Treasurer**

1. To keep an accurate record of all funds received by the Association and to ensure that dues are collected and forwarded to WEA and NEA.
2. To coordinate the preparation of the annual budget proposal to be presented to the Executive Board and the Faculty Senate.
3. To prepare an expenditure authorization for each item charged to the local Association budget.
4. To be responsible for maintaining an accurate inventory of all assets owned by the Association.
5. To be responsible for maintenance of the Association incorporation forms.
6. To prepare financial statements as may be required by the Association and send copies to the Secretary for inclusion in Association files.
7. To be responsible for banking and custody of all Association moneys, short-term financing, credits and collections, investments, and insurance.
8. To maintain and publish an accurate roll of the membership.
9. To serve as a member of the Executive Board, the Membership Committee, and the Faculty Senate.
10. To conduct an inspection, with the President and the incoming President, prior to leaving office, of the financial records and of all properties owned by the Association.

#### **Section E: Duties of the Immediate Past-President**

1. To serve as a member of the Executive Board and the Faculty Senate.
2. To assume the duties of President or Vice-President until elections can be held in the event of a vacancy in those offices.

## **Article VI: Executive Board**

### **Section A: Membership**

In accordance with the Constitution, the Executive Board shall consist of the President, Vice-President for SCC, Vice-President for SFCC, Vice-President for SCC-Extension, Secretary, Treasurer, Immediate Past-President and three Senators-at-Large, elected by the senate (one

member from each of the three instructional units) and one adjunct faculty member. All Executive Board positions are elected during the general election in Spring Quarter, with the exception of the three Senators-at-Large, who are elected during Fall Quarter.

### **Section B: Terms of Office**

In accordance with the Constitution, all terms of office shall be for two years. Executive Board members may succeed themselves.

### **Section C: Duties**

1. To implement motions and resolutions approved by the Faculty Senate and put into operation other measures consistent with the Constitution, Bylaws, and policies of the Association.
2. To conduct the business and manage the affairs of the Association between meetings of the Faculty Senate.
3. To develop programs and policies for recommendation to the Faculty Senate.
4. To develop agendas for Faculty Senate meetings.
5. To act as an advisory body to the President.
6. To approve all presidential appointments.
7. To develop an annual budget for Faculty Senate approval.
8. To be responsible for apportioning the membership into Senate groups.
9. To see that elections and recalls from Senators are carried out.

### **Section D: Meetings**

A quorum for doing business at Executive Board meetings shall be a simple majority with the President having the right to vote. A majority vote of those present shall be required for action.

### **Section E: Parliamentarian**

The Executive Board member appointed as parliamentarian shall rule on questions of parliamentary procedure and shall maintain the speaking order for the President at meetings of the general membership and the Faculty Senate.

## **Article VII: Faculty Senate**

### **Section A: Senate Groups**

Senate groups shall be established by the Executive Board. The general membership shall be apportioned into Senate groups of 6 to 12 members each. Where practical groupings should adhere to departmental structure whenever possible.

1. Senator and Alternate Selection: Senate selections shall be conducted each year as soon after October 1 as possible. Each group shall select its Faculty Senator and an Alternate. Any member may request that the selection be by secret ballot administered by the Elections Commission.
2. Terms: Each Senator and Alternate shall serve for a term of one year and may be reelected by the Senate group.
3. Recall: A Senator may be recalled for non-representation or misrepresentation by a written two-thirds vote of the members of the Senator's group. This action may be initiated by any member of that group. The recall election will be supervised by the Vice-President for that educational unit. If a Senator has failed, over a period of time, to represent the Senate group at Faculty Senate meetings, the Executive Board may ask the Senate group to select a new senator.
4. Duties: It shall be the duty of Senators to attend meetings or to see that an alternate is present, to represent the viewpoints of their Senate group, and to communicate back to those groups concerning all Association business.

### **Section B: Duties of the Faculty Senate**

The Faculty Senate will actively participate in governing the Association through the following:

1. To hear, discuss, and take appropriate action on matters of concern to the general membership.
2. To approve an annual budget.
3. To elect Senators-at-Large from each of the three educational units to serve on the Executive Board.
4. To elect Senators from each of the three educational units to serve as liaisons to the CCS Board of Trustees.
5. To vote on any proposed changes to the Constitution and Bylaws.
6. To approve any changes in dues and special assessments.
7. To recruit and nominate candidates for Association offices.
8. To assist in the distribution and collection of ballots when needed.
9. To set up Ad Hoc Committees as appropriate.
10. To request meetings of the general membership to discuss Association business.

### **Section C: Quorum**

A quorum for doing business shall consist of 25% of the Faculty Senate. A majority vote of the Faculty Senate members present shall be required for the conduct of business.

## **Article VIII: Representatives to the CCS Board of Trustees**

### **Section A: Terms of Office**

The term of office shall be for two years. Duties shall begin and end on July 1. The representative for SCC shall be elected in even numbered calendar years, and the representatives for SFCC and SCC-Extensions shall be elected in odd numbered calendar years.

### **Section B: Election**

The Association will elect a faculty member and an alternate from each unit to serve as representatives to the CCS Board of Trustees. Elections will take place before the close of the Spring Quarter of each year.

### **Section C: Duties**

To attend each meeting of the Board of Trustees and Faculty Senate or have their alternate present and to report back to each faculty unit.

## **Article IX: Association Delegates**

### **Section A: Election**

Delegates and alternates to the Representative Assemblies shall be elected by the general membership by secret ballot after open nominations complying with the Constitution and Bylaws of the WEA and NEA.

Only active members of WEA shall be eligible to be delegates or to vote for the election of delegates.

The number of delegates allowed will be determined by WEA.

Election results are to be submitted on the "WEA Local Affiliate Delegate Election Verification Forms" by March to the WEA office.

Delegates or alternates shall attend monthly WEA-EW meetings.

The CCS-AHE President shall be a part of the attending delegation or shall appoint one of the elected delegates to be the President's representative.

### **Section B: Minority Delegates**

The CCS-AHE shall use all reasonable efforts to recruit ethnic minority delegates. In the event a delegation doesn't meet the minimum ethnic minority requirements, there must be affidavits from eligible ethnic minority members showing they declined delegates' status.



## **Article X: Commissions**

### **Sections A: Bargaining Commission**

Prior to the bargaining of a new Master Contract, the Bargaining Commission shall develop a negotiation package concerning wages and working conditions consistent with the wishes of the general membership.

1. Membership: Membership on this Commission shall include one representative for each thirty members or fraction thereof from SCC, SFCC, & SCC-Extension with a minimum of two and a maximum of five members per educational unit. Within this number there shall be representation from liberal arts, vocational/technical, counselors/librarians, adjunct, and dual-certified members. Any exceptions to this makeup of the commission must be approved by a majority or the assembled Faculty Senate.
2. Elections and Appointments: The Commission shall be elected by general membership. The election shall be for two-year terms on an alternating basis. Temporary appointments may be made to this Commission by the President with the approval of the Executive Board.
3. Duties: The duties of the Bargaining Commission shall include:
  - a) To work to achieve the bargaining objectives of the Association, according to the priorities and parameters defined by the general membership.
  - b) To elect a Chair who will be responsible for calling and chairing all meetings of the Commission and reporting to the Executive Board and to the Faculty Senate.
  - c) To file minutes of the proceedings of each meeting with the Secretary of the Association.
  - d) To be responsible for keeping the Commission's expenses within budget guidelines.
4. Procedures: The Commission shall seek input from members by survey, meetings, personal contact, and/or communications from individual members.
  - a) The Commission shall have its proposals approved by a majority vote at either a general membership meeting or a special meeting called specifically to discuss the contract proposals. Additional meetings may be called if necessary to modify the proposals as directed by the membership. Approval must be obtained before the package can be negotiated.
  - b) The Commission must have the negotiations package ready for the Negotiating Team by the date requested by the Chief Negotiator or as mandated by the time of the Master Contract.
  - c) The Association President and the Chief Negotiator shall be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completion of the following procedure at a general membership meeting:
    - i. Report and give the recommendation by the Negotiating Team;

- ii. Report and give the recommendation by the Executive Board and the Faculty Senate;
  - iii. Write a digest of the proposed agreement or changes and provide it to all members in attendance at the ratification meeting;
  - iv. Discuss the idea with the membership;
  - v. Hold a secret ballot of the general membership which must receive a majority.
5. Negotiating Team: Five bargainers will represent the Association in its negotiations with the CCS Board of Trustees.
  6. Membership: The five members shall be chosen from the Bargaining Commission.
  7. Appointments: The five members shall be appointed by the President with the approval of the Executive Board. One member of the Negotiating Team shall be named the Chief Negotiator by the President.
  8. Duties: To bargain on behalf of the membership with the Board of Trustees in accordance with applicable Washington State laws. The Negotiating Team shall be named the Chief Negotiator by the President.
  9. Terms: Terms of appointment to the negotiating team shall expire upon ratification of the Master Contract.
  10. Contract Maintenance Representative: The member will represent the Association for maintaining, updating and record keeping of the Master Contract during the life of the contract. The President, with the approval of the Executive Board, shall be named the Contract Maintenance Representative. They will report and give the recommendation by the Executive Board and the Faculty Senate. They will also record all MOUs, Grievances, and Administrative outcomes that may change the interpretation of the Master Contract.

## **Section B: Election Commission**

The Elections Commission shall be responsible for soliciting nominations in all elections, and for overseeing the conducting of all elections in accordance with the Constitution and Bylaws.

1. Membership: The Commission shall consist of six members. When possible, it will include two representatives each from SCC-Extension, SCC, and SFCC. The representatives will be selected with efforts to ensure representation from liberal arts, professional/technical, dually-certified, and counselors/librarians.
2. Appointments: Appointments will be made by the President with the approval of the assembled Faculty Senate.
3. Duties: Duties of the Election Commission will be the following:
  - a) To recruit nominees for elective offices within the Association.
  - b) To conduct nominations & elections in accordance with the Constitution and Bylaws.
  - c) To receive resignations of officers and petitions for recall and to take appropriate action in such situations.

## Article XI: Coordinators

### Section A: Grievance Coordinator

The Grievance Coordinator shall study and recommend appropriate action regarding personnel policies, the Master Contract, CCS policies, and any applicable state and/or national legislation.

1. Appointments: Appointments will be made by the President with the approval of the Executive Board. Appointment will be for one year. A committee may be appointed to assist if the Grievance Coordinator so chooses.
2. Duties: Duties of the Grievance Coordinator will be as follows:
  - a) To ensure due process as guaranteed by the Master Contract for members of the bargaining unit.
  - b) To continue to review CCS personnel policies and make recommendations to the Executive Board, Faculty Senate, and the Bargaining Commission.
  - c) To continue the educational program designed to inform all members of their legal rights and responsibilities.
  - d) To continue to educate members concerning the grievance procedure, especially in the area of arbitration, and to ensure that it is implemented and properly functioning.
  - e) To act as a representative for grievant.
  - f) To inform leadership and affected members of the disposition of each case at all levels at all times.
  - g) To make recommendations to the Executive Board regarding binding arbitration.
  - h) To keep accurate records of grievance proceedings and file copies with the Secretary of the Association.
  - i) To be responsible for keeping any grievance expenses within budget guidelines.
3. Procedures: The procedure for filling and resolving a grievance will be as outlined in the Master Contract.

### Section B: Communications Coordinator

This coordinator shall disseminate information to the faculty concerning the needs, goals, and desires of other members of the bargaining unit and shall promote a positive academic employee and Association image in the community. A committee may be appointed to assist if the Communications Coordinator so chooses.

1. Appointment: Decision to fill this appointment will be made by the President with the approval of the Executive Board. Appointment will be for one year.

2. Duties: Duties of the Communications Coordinator will be as follows:
  - a) To publish and distribute a newsletter on a regular basis.
  - b) To advise the President and the Executive Board on internal and external commissions.
  - c) To be responsible for keeping within the appropriate budget guidelines.

### **Section C: Political Action Coordinator**

This Coordinator shall know local legislators, keep them informed of educational problems, know bills pending which relate to higher education, keep membership and the educational community informed of the progress of pertinent legislation, and make recommendations for action. This Coordinator shall promote the legislative program adopted by the WEA and shall also work with WEA through the WEA-EW office in endorsement and election of candidates.

1. Appointment: Decision to fill this appointment will be made by the President with the approval of the Executive Board. Appointment will be for one year. A committee may be appointed to assist if the Political Action Coordinator so chooses.

## **Article XII: Standing Committees**

Standing committees are designed to deal with the ongoing business of the Association. The president shall appoint standing committee members from the Faculty Senate and the general membership as needed. Terms of committee members shall be indefinite and subject to annual review by the President.

Each standing committee shall elect a Chair. In the event a Chair is not elected, the President may appoint a Chair. That Chair will be responsible for reporting the committee's activities to the Faculty Senate.

Each committee chair shall prepare an annual budget proposal and submit it to the Association Treasurer by the appropriate deadline. The Chair shall be responsible for keeping the committee's expenses within budget guidelines.

### **Section A: Membership Committee**

This committee shall promote CCS-AHE membership among CCS full-time and adjunct/hourly faculty. It shall also act as the distributor of information regarding special service and benefits to members.

1. Membership: Two or more members from each of the three instructional areas plus the Association Treasurer.

2. Duties: To contact the Faculty Senate for help in conducting an annual membership drive, providing training for enlisted Senators when necessary. To maintain information on NEA/WEA/CCS-AHE special services and benefits available to members in coordination with the Communication Coordinator.

### **Section B: Adjunct/Hourly Faculty Committee**

This committee shall promote the active participation of adjunct/hourly faculty in CCS-AHE governance and activities of CCS-AHE that pertain especially to them.

1. Membership: One or more adjunct/hourly members from each of the three instructional areas.
2. Duties: Duties of the Adjunct/Hourly Faculty Committee will be as follows:
  - a) To coordinate with the Communication Coordinator, the Membership Committee, and other appropriate bodies.
  - b) To encourage the participation of all adjunct/hourly faculty.
  - c) To maintain familiarity with the CCS policies and CCS-AHE actions which particularly affect adjunct/hourly faculty and to make this information available to them.
  - d) To hold a minimum of one annual meeting of adjunct/hourly faculty to provide a forum to discuss their concerns.
  - e) To make recommendations to the Faculty Senate and to the Executive Board regarding adjunct/hourly issues.

### **Section C: Courtesy/Social Committee**

This committee shall organize and carry out the social functions of the CCS-AHE and send cards or make other appropriate gestures to the ill and bereaved.

1. Membership: One or more members from each of the three instructional areas.
2. Duties: To develop communications with each unit and take appropriate action regarding individuals requiring specific recognition. To be responsible for preparing gifts and awards.

## **Article XIII: Ad Hoc Committees**

Ad Hoc Committees are so designated because they deal with problems of a brief or intermittent nature. They may be authorized and appointed by either the Executive Board or the Faculty Senate and can be abolished only by their authorizing body. Members shall be appointed by the authorizing body to terms which will expire upon the completions of the committee's assignment. Duties will be assigned by the authorizing body.

### **Article XIII: Amendments to the Bylaws**

Amendments to these Bylaws shall be proposed in writing to the Executive Board. Such proposed amendments shall be discussed at the next Faculty Senate meeting. A two-thirds vote of the Senate voting shall be required to amend the Bylaws.

Title changes of any organization mentioned herein will be incorporated into these Bylaws immediately with the approval of the Faculty Senate.