

Part-Time Faculty Association of Allan Hancock College

PARITY & FAIRNESS THROUGH ADVOCACY



PART-TIME FACULTY ASSOCIATION

OF

ALLAN HANCOCK COLLEGE

BYLAWS, RULES AND REGULATIONS

California Federation of Teachers

Local 6185

Ratified

July 25, 2013

Part-Time Faculty Association
of Allan Hancock College
Local 6185
California Federation of Teachers
American Federation of Teachers
AFL-CIO.

The PFA's goal is to attain
respect, to achieve parity,
and to improve working
conditions for our
bargaining unit members.

Executive Board Members

President
Mark Miller



Vice President
Susan Case



Secretary-Treasurer
Rich Baker



Members-At-Large
Roberto Armstrong
Danielle Blanchard
Lisa McKinley
Jenny Morris
Helen Talkin
George Torbert

Negotiating Team
Rich Baker
Danielle Blanchard
Susan Case
Mark Miller
Mike Terman, CFT Rep

426 E. Barcellus Ave, Suite 103
Santa Maria, CA 93454
Telephone 805 352-0145
Fax 805 352-1318
E-mail ahcpfa@verizon.net
Web www.pfaofahc.com

CONTENTS

Article 1:	Name and Office of the Organization.....	1
Article 2:	Mission Statement.....	2
Article 3:	Purpose.....	3
Article 4:	Parliamentary Authority.....	4
Article 5:	Organizational Structure	5
Article 6:	Membership	6
Article 7:	Dues and Assessments	7
Article 8:	Executive Board.....	8
Article 9:	Bargaining Team.....	11
Article 10:	Committees	12
Article 11:	Nominations and Elections	13
Article 12:	Vacancies	15
Article 13:	Removal of Board Members.....	16
Article 14:	General and Special Membership Meetings	17
Article 15:	Amendments	18

ARTICLE 1

NAME AND OFFICE OF THE ORGANIZATION

- A. This organization will be known as the Part-Time Faculty Association (PFA) of Allan Hancock College (AHC). The terms "PFA" or "Association" will be used interchangeably to refer to the Part-Time Faculty Association of Allan Hancock College.
 - 1. The PFA is the sole collective bargaining unit for all part-time academic employees, as defined in Article 3.1 of the Collective Bargaining Agreement.
- B. The principal office shall be located at 426 East Barcellus Avenue, Suite 103, Santa Maria, California.

ARTICLE 2

MISSION STATEMENT

- A. The mission of the Part-Time Faculty Association of Allan Hancock College is to achieve parity with the full-time faculty by improving the pay, benefits, and working conditions of its bargaining unit members.

ARTICLE 3

PURPOSE

- A. To represent the bargaining unit members of Allan Hancock College in collective bargaining and shared governance.
- B. To negotiate professional equity for the bargaining unit members.
- C. To sponsor educational and political activities beneficial to the membership.
- D. To regularly communicate pertinent issues to our bargaining unit members, using appropriate media.

ARTICLE 4

PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the PFA's bylaws or with any special rules of order the Executive Board may adopt.

ARTICLE 5

ORGANIZATIONAL STRUCTURE

- A. The PFA of AHC, Local 6185, is affiliated with the American Federation of Teachers, (AFT), AFL-CIO, and the California Federation of Teachers (CFT).
- B. The structure of the PFA will consist of the following:
 - 1. Membership;
 - 2. Executive Board; and
 - 3. All other groups that may be recognized by the Executive Board.

ARTICLE 6

MEMBERSHIP

- A. Membership is open to all part-time academic employees, including credit and non-credit instructors, as well as nurses, counselors, librarians, coaches, and all others who are part of the bargaining unit as defined in Article 3 of the Collective Bargaining Agreement.
- B. Only PFA members who have signed an AFT membership application and are Members-in-Good-Standing will be considered members of the Association. This includes dues-paying members who are not currently employed by the college.

ARTICLE 7

DUES AND ASSESSMENTS

- A. Each member will pay dues and assessments in the amount charged pursuant to these Bylaws.
- B. The dues are based on an established percentage of the member's monthly salary.
 - 1. The dues percentage will be reviewed by the PFA Executive Board annually.
 - 2. The membership will be notified of any changes and will be requested to vote for or against the change(s), except as specified in the AFT/CFT Constitution (see D.1).
 - i) The vote can be done through the campus email system, campus mail, or through US Mail.
- C. For the purpose of negotiating and enforcing the collective bargaining agreement, those bargaining unit members designated "Agency Fee Payers" will be charged dues identical to those paid by Members-in-Good Standing.
 - 1. "Agency Fee Payers" have equal representation by the PFA.
- D. In accordance with the Constitution of the American Federation of Teachers, Article IV, Section 6, per capita dues increases and any increases to either the state federation or the regional council with which the local is affiliated will be passed on to the membership each year.
 - 1. Any other dues increases shall approved by the membership.

Article 8

Executive Board

- A. The Executive Board of the PFA will consist of nine (9) members.
- B. The elected officers of the PFA will be a President, Vice-President, Secretary-Treasurer, and the Members-At-Large.
- C. The purpose of the Executive Board will be to establish policies and procedures, operate the daily business of the Association, maintain fiscal responsibility to the members, serve as members of the bargaining team, and communicate its activities to the bargaining unit members.
- D. Executive Board meetings will be held twice a month in the Association office. If there is a change in location, the membership will be notified in a timely manner. These meetings are open to all members except when the Executive Board is in executive session. An executive session can only be called by a 2/3 vote of the Executive Board.
- E. A majority of sitting board members constitutes a quorum. If a majority is not present, a discussion can take place but no vote will be taken.
- F. Guests who are not bargaining unit members may be invited to attend meetings by the President or other Executive Board members with the approval of a majority of the Executive Board. Approval may be requested by contacting board members prior to the meeting either by phone or email.
- G. The Executive Board has authority to make contracts and incur liabilities appropriate to the accomplishment of the goals and objectives of the Association.
- H. The Executive Board will administer the policies of the American Federation of Teachers and the California Federation of Teachers.
- I. The President will:

1. Preside at Executive Board meetings;
2. Be responsible for the conduct of all Association business;
3. Perform additional duties as may be assigned by the Executive Board;
4. Serve on the appropriate councils and committees or appoint a PFA representative to serve in the PFA President's place with executive board approval;
5. Create the agenda for each executive board meeting and add items to the agenda as requested by other Executive Board members; and
6. Administer the office, in conjunction with the Secretary-Treasurer.

J. The Vice President will:

1. Perform the duties of the President in the absence of the President;
2. Perform other duties as may be assigned by the President or Executive Board.
3. Perform as grievance officer unless otherwise designated by the Executive Board.

K. The Secretary-Treasurer will be responsible for:

1. Recording, maintaining, and distributing minutes of all meetings;
2. Supervising PFA correspondence files and union records;
3. Accounting for collection of dues, other receipts and expenditures, and reporting this to the Executive Board;
4. Creating and maintaining accounting and expenditure files; and
5. Performing other duties as may be assigned by the President or Executive Board.
6. By vote of the Executive Board, the office of Secretary-Treasurer may be divided between two people.

L. Members-At-Large

1. Members of the Executive Board have an obligation to attend regularly scheduled meetings and to notify the President if they are unable to attend a scheduled meeting, and to perform all duties as specified in these bylaws. Failure to do so may result in removal pursuant to Article 13, Removal of Executive Board Members.

M. Members-At Large will:

1. Ensure transparency and accountability to the membership for all PFA business;
2. Perform other duties as may be assigned by the President or the Executive Board.

N. Members-At-Large may:

1. Represent PFA at conferences, workshops, functions, and meetings when the union needs representation;
2. Represent the PFA on Shared Governance Councils and Committees and report to the Executive Board;
3. Serve on PFA committees and report to the Executive Board as needed.

ARTICLE 9

BARGAINING TEAM

- A. The purpose of the bargaining team is to represent the PFA membership in all contract negotiations with AHC.
- B. The bargaining team will consist of two or more PFA members elected by a majority vote of the Executive Board.
- C. Duties of the bargaining team will be:
 - 1. To meet with the Executive Board to determine the articles that will be negotiated and to set the parameters for contract negotiations.
 - 2. To prepare for and enter into contract negotiations with AHC.
 - 3. To keep the Executive Board and PFA membership advised of progress in contract negotiations.

ARTICLE 10

COMMITTEES

- A. Committees will be constituted to perform a specific task and will be created by the Executive Board as needed. (For example, mobilization of membership, election, or bylaw committees.)
- B. The President will appoint committee chairs with the approval of the Executive Board.
- C. Each chair will be responsible for recruiting committee members; members must be approved by the Executive Board.

ARTICLE 11

NOMINATIONS AND ELECTIONS

- A. Executive Board members will serve for four consecutive years.
- B. PFA members are eligible to offer nominations. Nominees must be Members-in-Good-Standing to be eligible for election of the President, Vice-President, Secretary-Treasurer, and Members-At-Large through secret ballot.
- C. The President will:
 - 1. Appoint an election committee in July of the year when an election is to be held.
 - 2. The committee will meet and prepare a request for nominations in order to develop a slate of officers.

The members will present the list to the Executive Board prior to September 1st.

 - i) The request for nominations will be sent to the membership immediately after the first Executive Board meeting in September of an election year.
- D. The request for nominations will inform the membership of the responsibilities of the elected officers.
 - 1. Final nominations must be submitted to the election committee by October 15th of the election year.
- E. Ballots will be sent by U.S. Mail to the members during the first week of November of the election year.
 - 1. The ballots are to be returned to the PFA office no later than November 30th.
- F. Ballots will be tallied by Executive Board members who are not part of the election committee and when possible will include an individual who is independent from the Executive Board.

- G. The results of the Executive Board election will be announced no later than December 15th.
- H. Newly elected officers will assume office at the first Executive Board meeting in January of the following year.
- I. The ballots will be kept in the PFA's office for a minimum of one (1) year after the Executive Board meeting referred to in Paragraph F. The ballots will then be purged.
- J. Election by acclamation: In accordance with accepted parliamentary procedure, if no nominees are put forward by the membership after the request for nominations has been sent (as described in E) the sitting board members can then be elected by "acclamation." A motion to "suspend the rules and elect by acclamation" can be introduced at an Executive Board meeting and made binding by a majority vote.
- K. Special Elections: When a special election is held, the entire bargaining unit (members and agency fee payers) will be informed. Requests for nominations will be sent to the entire bargaining unit. A reminder will be sent along with the request for nominations that only PFA members can participate in an election.

ARTICLE 12

VACANCIES

- A. Should there be a vacancy in the office of the President, the Vice-President will immediately assume that position for 90 days, at which time a special election will be held. A request for nominations will be sent to the membership and the election will be held in accordance with the election procedures outlined in Article 11. The candidate who is elected will serve until the next scheduled election. If the next scheduled election is within six (6) months of the date the vacancy occurred, no special election will be held and the vice president will serve until the scheduled election takes place.

- B. Should there be a vacancy in the position of Vice-President or Secretary-Treasurer, the President will nominate and the Executive Board will approve by a 2/3 vote of the total board membership an Association member (this may include a Member-At-Large) to fill the position for 90 days, at which time a special election will be held. A request for nominations will be sent to the membership and the election will be held in accordance with the election procedures outlined in Article 11. The candidate who is elected will serve until the next scheduled election. If the next scheduled election is within six months of the date the vacancy occurred, no special election will be held and the person appointed by the Executive will serve until the scheduled election takes place.

- C. If there is a vacancy for a Member-At-Large, the President shall nominate, and the Board will approve, an Association member to fill the position for 90 days, at which time a special election will be held. A request for nominations will be sent to the membership and the election will be held in accordance with the election procedures outlined in Article 11. The candidate who is elected will serve until the next scheduled election. If the next scheduled election is within six months of the date the vacancy occurred, no special election will be held and the person appointed by the Executive Board will serve until the scheduled election takes place. (Nominees will not be present when the vote by the Executive Board is taken).

ARTICLE 13

REMOVAL OF EXECUTIVE BOARD MEMBERS

- A. Failure by an Executive Board member to attend a total of four (4) consecutive Executive Board meetings for reasons other than sickness or personal emergency or special circumstances may subject that member to removal from the Executive Board. The member may be removed from the Executive Board by a two-thirds vote of the total membership of the Executive Board. If the member is removed by the Executive Board, they will be notified by certified mail. The Secretary-Treasurer will be responsible for keeping records of all absences of Executive Board members.
 - 1. Replacement of the removed Executive Board member will be in accordance with Article 8, Executive Board, and Article 11, Nominations and Elections.
- B. An Executive Board member may be removed for cause by a two-thirds vote of the total membership of the Executive Board.

ARTICLE 14

General and Special Membership Meetings

- A. General membership meetings will be held each fall and spring semester. Members will be notified of meetings a month in advance.
- B. Special Membership meetings may be called anytime by the President or by a vote of the majority of the Executive Board.

ARTICLE 15

AMENDMENTS

- A. Proposed amendments to the Bylaws of the PFA will be communicated to the Association membership and must be approved by a two-thirds vote of the Executive Board.