

Part-Time Faculty Association of Allan Hancock College

PARITY & FAIRNESS THROUGH ADVOCACY



Our goal is to attain respect, achieve parity, and improve working conditions for our bargaining unit members.

Executive Board Members

President
Mark Miller



Secretary-Treasurer
Gary Aston



Vice President
Noel Warffuel



Members-At-Large
Roberto Armstrong
Vivian Bryan
Susan Case
Matt Hidingier
Joan Mahony
Dorran Nadeau

Negotiating Team
Gary Aston
Susan Case
Mark Miller
Dorran Nadeau
Mike Terman, CFT Rep

BYLAWS

of the

Part-Time Faculty Association
of
Allan Hancock College

California Federation of Teachers
Local 6185

Amended April 24, 2008

910 E. Stowell, Suite 112
P.O. Box 1257
Santa Maria, CA 93456
Telephone 805 352-0145
Fax 805 352-1318
E-mail ahcpfa@verizon.net
Web www.ahcpfa.org

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ARTICLE 1
NAME OF THE ORGANIZATION

- 1.1 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.

ARTICLE 2

MISSION STATEMENT

- 2.1 The mission of the Part-Time Faculty Association of Allan Hancock College is to improve the pay, benefits, and working conditions of its bargaining unit members.

ARTICLE 3

PURPOSE

- 3.1 To represent the bargaining unit members of Allan Hancock College in collective bargaining and shared governance.
- 3.2 To promote professional equity for the bargaining unit members.
- 3.3 To sponsor educational and political activities beneficial to the membership.

ARTICLE 4 ORGANIZATIONAL STRUCTURE

- 4.1 The Part-Time Faculty Association of Allan Hancock College is affiliated with the American Federation of Teachers, (AFT), AFL-CIO, and the California Federation of Teachers (CFT).

- 4.2 The structure of the Part-time Faculty Association will consist of the following:
 - 4.2.1 Membership.
 - 4.2.2 Governing Board
 - 4.2.3 Bargaining Team
 - 4.2.4 Grievance Committee
 - 4.2.5 All other committees that may be established by the Governing Board.

ARTICLE 5

MEMBERSHIP

- 5.1 Membership is open to all Part-Time faculty, including credit and non-credit instructors, as well as nurses, counselors, librarians, coaches, and all others who are part of the bargaining unit. Bargaining unit members are as set forth in Article 3, Recognition, of the collective bargaining agreement.
- 5.2 PFA members who have signed a PFA membership application and are current in payment of their dues will be considered members of the Association. This includes dues-paying members who are not currently employed by the college.
 - 5.2.1 By paying \$10.00 per semester when not assigned any classes, members will be considered current and will be able to vote on all issues concerning the PFA.

ARTICLE 6

DUES AND ASSESSMENTS

- 6.1 Each member will pay dues and assessments in the amount charged pursuant to these Bylaws of the Part-time Faculty Association.
- 6.2 The dues are based on an established percentage of the member's monthly salary.
- 6.3 For the purpose of negotiating and enforcing the collective bargaining agreement, those bargaining unit members designated "Agency Fee Members" will be charged dues comparable to those paid by Members. Agency Fee Members will not have any member-only benefits, such as voting.
- 6.4 In accordance with the Constitution of the American Federation of Teachers, dues will be increased on September 1 of each year to equal any increase in per-capita payments that are required to be made to the American Federation of Teachers and the California Federation of Teachers.

ARTICLE 7

ASSOCIATION MEETINGS

- 7.1 General membership meetings will be held at least twice a year, normally in the fall and spring semesters or at the direction of the Governing Board.
- 7.2 Governing Board meetings will normally be held twice a month. These meetings are open to all members except when in executive session.
- 7.3 Special meetings may be called at anytime by the PFA President, by a vote of the majority of the Governing Board, or by written petition of 10% of the PFA membership.
- 7.4 A quorum for Governing Board meetings is a majority of sitting board members. If a majority is not present, members present may discuss items, but no vote will be taken.

ARTICLE 8

GOVERNING BOARD

- 8.1 The Governing Board of the Part-Time Faculty Association will consist of no more than nine (9) members.
- 8.2 The elected officers of the PFA will be a president, vice-president, secretary-treasurer, sergeant-at-arms and the members at large.
- 8.3 The purpose of the Governing Board will be to operate the daily business of the Association, maintain fiscal responsibility to the members, establish policies and procedures, serve as members of the bargaining team, and communicate its activities to the bargaining unit members.
- 8.4 Governing Board meetings will normally be held in the Association office. In the event the office is unavailable, or another location is decided upon under special or unique circumstances, the change in location will be announced to the Membership as soon as possible.
- 8.5 The Governing Board has authority to make contracts and incur liabilities appropriate to the accomplishment of the goals and objectives of the Association.
- 8.6 It is understood that members of the Governing Board have an obligation to attend regularly scheduled meetings and to perform all duties as specified in these bylaws. Failure to do so may result in removal pursuant to Article 13, Removal of Governing Board Members.
- 8.7 The Governing Board will administer the policies of the American Federation of Teachers and the California Federation of Teachers.

- 8.8 The Governing Board has the authority to act in cases where the membership cannot be consulted.
- 8.9 The President will:
- 8.9.1 Preside at all meetings;
 - 8.9.2 Be responsible for the conduct of all Association business;
 - 8.9.3 Perform additional duties as may be assigned by the Association;
 - 8.9.4 Serve on the college president's Advisory Council or appoint a PFA representative to serve in the president's place; and
 - 8.9.5 Attend Board of Trustees meetings to report on PFA activities, or appoint a PFA representative to serve in the president's place.
- 8.10 The Vice President will:
- 8.10.1 Perform the duties of the president in the absence of the president;
 - 8.10.2 Work at the direction of the president;
 - 8.10.3 Perform other duties as may be assigned by the president or Governing Board.
- 8.11 The Secretary-Treasurer will:
- 8.11.1 Record and maintain minutes of all meetings;
 - 8.11.2 Copy minutes and distribute to Governing Board members for approval;
 - 8.11.3 Create and maintain PFA correspondence files and union records;
 - 8.11.4 Account for collection of dues, other receipts and expenditures;
 - 8.11.5 Create and maintain accounting and expenditure files;
 - 8.11.6 Administer and maintain the office, including equipment and supplies; and
 - 8.11.7 Perform other duties as may be assigned by the president or Governing Board.
- 8.12 The Sergeant-at-Arms will:
- 8.12.1 Maintain order at all Governing Board meetings, member meetings; and
 - 8.12.2 Complete all tasks as assigned by the president.

8.13 Members at Large will:

- 8.13.1 Serve on PFA committees and report to the Governing Board as needed;
- 8.13.2 Represent PFA on college governance committees and report to the Governing Board;
- 8.13.3 Represent PFA at conferences, workshops, functions, and meetings when the union needs representation;
- 8.13.4 Attend Governing Board meetings on a regular basis and advise the president if unable to attend a scheduled meeting; and
- 8.13.5 Perform other duties as may be assigned by the president or Governing Board.

ARTICLE 9 BARGAINING TEAM

- 9.1 The purpose of the bargaining team is to represent the PFA membership in all contract negotiations with Allan Hancock College.
- 9.2 The bargaining team will consist of two or more PFA members elected by a majority vote of the Governing Board.
- 9.3 Duties of the bargaining team will be:
 - 9.3.1 To meet with the Governing Board to determine the articles that will be negotiated and to set the parameters for contract negotiations.
 - 9.3.2 To prepare for and enter into contract negotiations with Allan Hancock College.
 - 9.3.3 To keep the Governing Board and PFA membership advised of progress in contract negotiations.

ARTICLE 10

COMMITTEES

- 10.1 The Governing Board may create committees.
- 10.2 The president will appoint committee chairs with the approval of the Governing Board.
- 10.3 Each chair will be responsible for recruiting committee members.
- 10.4 Standing committees will be responsible for the following duties:
 - 10.4.1 Membership: Recruiting new members and planning membership meetings.
 - 10.4.2 Elections: Planning, implementing and overseeing the nominations and election of the PFA Governing Board. See Article 11, Nominations and Elections.
 - 10.4.3 Communications: Creating flyers, bulletins and newsletters to keep the membership informed about PFA business and current events or activities affecting the Part-time Faculty.
 - 10.4.4 Distribution: Creating and maintaining a system for distributing PFA literature by U.S. mail, campus mail, electronic means, and bulletin boards.
 - 10.4.5 Bylaws: Review of bylaws and policies and procedures every three years or as needed.
 - 10.4.6 Grievance: Represent all bargaining unit members for grievances filed under the collective bargaining agreement until final disposition of the grievance.
- 10.5 Temporary committees will be responsible for the following duties:
 - 10.5.1 Mobilization: Mobilizing members as needed to support contract negotiations, state legislation, or other concerted activities that would benefit the membership.
 - 10.5.2 Awards: Planning and implementing the PFA Awards, Nominations and Celebration Dinner, including the creation of the criteria for which the selections will be made, and the selection of award winners based on those criteria.

ARTICLE 11

NOMINATIONS AND ELECTIONS

- 11.1 Governing Board members will serve for three consecutive years.
- 11.2 PFA Members will be eligible to offer nominations. Nominees must be members of the PFA to be eligible for election.
- 11.3 The president will appoint an election committee in July of each year when an election is to be held. The committee will meet and prepare a request for nominations in order to develop a slate of officers from members and present the list to the Governing Board prior to September 1st. The request for nominations will be sent to the membership immediately after the first Governing Board meeting in September of an election year.
- 11.4 The request for nominations will inform the membership of the responsibilities of the elected officers. Final nominations must be submitted to the election committee by October 15th of the election year.
- 11.5 PFA Members will elect the president, vice-president, secretary-treasurer, sergeant-at-arms, and members at large through secret ballot.
- 11.6 Ballots will be sent by U.S. Mail to the Members during the first week of November of the election year. The ballots are to be returned to the Part-Time Faculty Association office no later than November 30th.
- 11.7 Ballots will be tallied by Governing Board members who are not part of the election committee.
- 11.8 Newly elected Governing Board officers will be announced by placing the results of the election on the PFA web site by December 15th.

- 11.9 Newly elected officers will assume office at the first Governing Board meeting in January of the following year.
- 11.10 Before ballots are destroyed, the ballots will be kept in the Association office for a minimum of one (1) year after the Governing Board meeting referred to in Paragraph 11.9 above.

ARTICLE 12

VACANCIES

- 12.1 Should there be a vacancy in the office of the president, the vice-president will immediately assume that position until the next scheduled election.
- 12.2 Should there be a vacancy in the position of vice-president, secretary-treasurer, sergeant-at-arms, or member at large, the president will nominate an Association member to the Governing Board to fill the position until the next scheduled election.
 - 12.2.1 If the vacancy is in the position of vice-president, secretary-treasurer, or sergeant-at-arms, and the recommended person is a member of the Governing Board, prior to any discussions during a Governing Board meeting concerning confirmation of such member, the president will notify all other members of the Governing Board by letter or email to discuss the nominee.
- 12.3 Confirmation by the Governing Board for any position will be by secret ballot with a two-thirds vote.

ARTICLE 13

REMOVAL OF GOVERNING BOARD MEMBERS

13.1 Failure by a Governing Board member to attend a total of four (4) consecutive Governing Board meetings for reasons other than sickness or personal emergency may subject that member to removal from the Governing Board. The member may be removed from the Governing Board by a two-thirds vote of the remaining Governing Board members. If the member is removed by the Governing Board, they will be notified by certified mail. The secretary-treasurer will be responsible for keeping records of all absences of Governing Board members.

13.1.1 Replacement of the removed Governing Board member will be in accordance with Article 8, Governing Board, and Article 11, Nominations and Elections.

13.2 A Governing Board member may be removed for cause by a two-thirds vote of the Governing Board.

ARTICLE 14
PARLIAMENTARY AUTHORITY

- 14.1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern the Association in all cases to which they are applicable except where they are inconsistent with these bylaws or any special rules of order adopted by the Association.

ARTICLE 15 AMENDMENTS

- 15.1 Amendments to these Bylaws of the Part-Time Faculty Association must be approved by a two-thirds vote of the Governing Board.