



Community College Association Long Beach City College

4419 Village Road Long Beach, California
90808

BYLAWS

I. NAME and LOCATION

The name of this Association shall be the Community College Association-Long Beach City College (CCA/LBCC/CTA/NEA) in Los Angeles County.

II. PURPOSES

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employer and 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
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for faculty
- C. To provide an opportunity for continuous study and actions 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
- G. To foster good fellowship among members

III. AFFILIATION WITH STATE AND NATIONAL ASSOCIATIONS

- A. The CCA-LBCC shall be a chartered chapter of the California Teachers Association (CTA).

- B. The CCA-LBCC 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, is an employee of the Long Beach Community College District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher's bargaining unit.
- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter/CCA/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 and hold elective office or appointive position, to receive special services, to obtain assistance in the protection of professional and civil rights, and to 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. The rights to and privileges of membership shall not be abridged in any way because of age, race, ethnic group, creed, color, sex, marital status, national origin, religious, political affiliation or sexual orientation.
- G. The membership year shall be that period of time from July First (July 1) of any given calendar year through June Thirtieth (June 30) of the following calendar year, inclusive.
- H. Active members shall adhere to The Code of Ethics of the Education Profession.
- I. No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedure.

V. DUES, FEES AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA/CCA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Council by the last regular meeting of the school year.

- C. The LBCC/CCA shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the CCA-LBCC/CCA/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 that class or category. If by October 31, or 30 days from the date of hire, of any calendar year, which ever is sooner, year a member has not either paid the established annual membership dues for the current membership year or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls. Action for dismissal shall be initiated by the LBCCD upon receipt of a written request by CCA-LBCC in accordance with the Article III of the LBCCD/CA-LBCC Master Agreement.
- E. A former member may be reinstated by payment of full dues for the year in which the reinstatement takes place.

VI. REPRESENTATIVE COUNCIL

- A. The policy-making body of the Association shall be the Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Executive Board, ex officio voting;
 - 2. One faculty representative elected from each department, and one faculty representative elected by those faculty who are not represented by a department, on the basis of one-person one-vote;
 - 3. CCA State Council representatives, if any;
 - 4. CCA Board Director, if any;
 - 5. Any members of the Association who hold CTA/NEA offices or committee appointments, ex officio nonvoting;
 - 6. Members of the negotiating team
- C. The Representative Council 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 and membership as recommended by the Executive Board;
 - 4. Establish the dues of the Association; and
 - 5. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these Bylaws.
- D. The Representative Council shall meet, if possible, at least once during each school month: the number, the place, and the actual time of meetings to be decided by the

Executive Board. Whenever possible, the Representative Council shall be scheduled to meet on Monday in the afternoon.

- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by petition of twenty percent (20%) of the membership of the Representative Council.
- F. Special meetings of the Representative Council shall be called for a specific purpose, and no business other than that for which the meeting is called may be transacted.
- G. Notices and agenda for all meetings of the Council shall be sent to all members of the Council at least two working days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify Representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

VII. FACULTY REPRESENTATIVES TO COUNCIL

- A. A faculty representative shall be elected by and from the Active CCA membership for each department and one from a special faculty group made up of those faculty who are not represented by a department, as provided by Appendix B of the Contract. Such election shall be by open nomination and secret ballot.
- B. Each department and the special non-represented group shall be entitled to at least one (1) representative in a department of twenty (20) or less Active members. Each department shall have one additional representative for each additional twenty (20) Active members in the department or major fraction thereof.
- C. Members of the Representative Council shall serve a term of two (2) years except for the CCA State Council Representative and CCA Board Director whose terms are set by the CCA.
- D. A member of the Representative Council who misses three (3) regular meetings each year may be removed by a vote of the Executive Board.
- E. In the event a member of the Representative Council resigns or is unable to serve, a replacement may be selected by the Association President to serve until a new election is held.

Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.

- F. Faculty representatives shall:

1. Attend all meetings of the Representative Council;
2. Conduct constant and ongoing liaison between the Representative Council and the members of the faculty unit;
3. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the membership;
4. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
5. Perform such additional duties as recommended by the Executive Board.

VIII. OFFICERS

- A. The officers of the Association shall be a President, President Elect, Vice President, Secretary and Treasurer.
- B. These officers shall be and remain currently paid-up members of the NEA, CTA, CCA and CCA/LBCC as a condition for nomination to and service in their respective positions Association during their term of office.
- C. These officers shall be elected by the Active membership of the Association with open nominations and by secret ballot.
- D. Terms of office shall commence on July First (July 1) of the year elected and shall be:
 1. President -- two (2) years
 2. President Elect -- one (1) year (every two years)
 3. Vice President -- one (1) year
 4. Secretary - one (1) year
 5. Treasurer - two (2) years
- E. The President may only serve a maximum of two successive terms. All other officers may hold an indefinite number of successive terms.
- F. 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. In the event of a vacancy occurring in the office of the President, the President Elect (during second year of office) or Vice President (during the first year of office) shall assume the office. In the event that the President Elect shall fill the unexpired term of the President vacancy and then continue in office for the two year elected term which immediately follows. In the event of a vacancy of the office of the President Elect a special election will be held. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- G. 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, the Representative Council, and the Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board;
3. Be the official spokesperson for the Association;
4. Be familiar with the governance documents of the Association, CCA, CTA, and NEA;
5. Be able to sign checks drawn upon the treasury;
6. Call meetings of the Association Executive Board, and the Representative Council;
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;
9. Attend other CCA/CTA/NEA meetings as may be directed by the Representative Council;
10. Supervise employees of the Association;
11. Appoint all chairpersons and members of committees and the bargaining team with the approval of the Executive Board and Representative Council;
12. Attend Board of Trustees meetings;
13. Attend regular meetings of the college shared governance and leadership groups or appoint a designee to represent CCA;
14. Seek CCA participation on other advisory bodies;
15. Maintain communication with the Academic Senate through the President and CCA/Academic Senate Liaison Group.

H. The President Elect shall:

1. Be familiar with the governance document of the local Association, CCA, CTA and NEA;
2. Suggest policies, plans and activities for the Association;
3. Attend meetings of the Community College Association Council;
4. Be a member of the negotiating team.
5. Attend meetings of the Board of Trustees whenever possible;
6. Assist the President in mutually agreed upon tasks;
7. Assume the duties of the President when a permanent vacancy of the office occurs.

I. 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 Association's calendar of activities;
4. Serve as coordinator of committee activities at the direction of the President.

J. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council and Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council; and Executive Board; and to the membership when appropriate
3. Keep an accurate roster of the membership of the Association and of all committees;
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
5. Prepare ballots for all elections;
6. Chair the Elections Committee;
7. Edit and maintain the Local Newsletter.

K. 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; either the President or the Treasurer may sign checks drawn upon the treasury;
3. Provide a written financial report for each regular meeting of the Representative Council and 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 membership;
5. Submit membership and financial reports to CTA, NEA or other agencies as required by law.

IX. EXECUTIVE BOARD

A. The Executive Board shall be composed of:

1. The elected officers (See Article VIII)
2. One member elected at large from each of the Liberal Arts and Pacific Coast campuses
3. One ethnic-minority employee elected at large
4. Chief Negotiator (appointed)
5. Membership Chair
6. Grievance Chair
7. PAC Liaison
8. CCA State Board Director
9. State Council Representative
10. Communications Representative
11. One Probationary Faculty Representative elected at large

B. All members of the Executive Board shall be and remain members of the local, state, and national organizations as a condition for nominations and services in these positions.

- C. The at-large members of the Executive Boards shall be elected with open nominations and secret ballot by the Active membership of the Association.
- D. The at-large members of the Executive Board shall be elected for a term of one (1) year commencing on July First (July 1) of any calendar year.
- E. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in these positions. In the event of a vacancy occurring in an at-large-member position, a special election to fill the vacancy shall be held within thirty days.
- F. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary or upon written petition of a majority of the members of the Board.
- G. The duties of the Executive Board shall be to:
 - 1. Coordinate activities of the Association;
 - 2. Act for the Representative Council when the college is not in regular session;
 - 3. Direct the bargaining activities and grievances processing of the Association, subject to policies set by the Representative Council.
 - 4. Appoint and remove bargaining team members;
 - 5. Recommend a budget for the Association as prescribed by law and these bylaws, subject to any guidelines which may be imposed by the Active membership or by policies adopted by the Representative Council;
 - 6. Approve all committee appointments, including chairpersons;
 - 7. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Active membership or by policies adopted by the Representative Council;
 - 8. Adopt the Standing Rules for the Association;
- H. A quorum for all meetings of the Executive Board shall consist of 50 percent plus one of all members of the Executive Board.

X. MEETINGS OF THE ASSOCIATION

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of ten percent (25%) of the Active membership of the Association.
- B. Notices of the Association meetings including dates, times, places, and purposes of the meetings shall be made available to all members of the Association at least two working days prior to the meetings except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places, and times.

- D. A quorum of the membership shall be ten percent (10%) of the total Active membership.

XI. BARGAINING TEAM

- A. The President shall appoint all members, alternates and the chairperson of the Bargaining Team (Chief Negotiator) with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the alternates.
- C. The Executive Board may, by a two-thirds (2/3) majority, remove a member of the bargaining team and appoint a replacement from the list of alternates.
- D. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the to the Executive Board, as the Board requires.
- E. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit. Prior to their participation on the team, each member of the bargaining team and alternates will be required to attend appropriate training sessions offered by CTA and CCA.
- F. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board, subject to policies established by the Active membership of the Association through the Representative Council.
- G. All employees shall be surveyed to determine contents of the proposed contract demands. The final contract proposal shall be approved by the Active membership through the Representative Council.
- H. After each negotiations session and in a timely manner, the Chief Negotiator shall report the activities of the Bargaining Team to the President. Additionally, the bargaining team shall report its activities to the Executive Board and the Representative Council at each of their meetings. At such times, the Team will also solicit suggestions from the groups.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership or as requested by the Representative Council.
- J. Agreements reached between the Bargaining Team and the College Board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been reviewed and approved by the Executive Board and ratified by the Active membership in the appropriate units.
- K. Ratification of the proposed contract agreement shall follow at least one general meeting of the Active membership. The proposed contract agreement and notification of the general meeting shall be made available to the Active membership ten (10) working days preceding the meeting.

XII. GRIEVANCE PROCESSING

- A. The Association shall, through the negotiating team/bargaining team, negotiate with the Board of Trustees the procedures for grievance processing.
- B. The Executive Board shall adopt, with the approval of the Representative Council procedures for grievance processing.
- C. These procedures shall include, but not be limited to, the following:
 - 1. Provision 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.

XIII. NOMINATIONS AND ELECTIONS

- A. There shall be an Elections Committee. The President shall appoint the members of the Elections Committee with the Secretary serving as Chair.
- B. Nominations for office shall be made as follows:
 - 1. Any Active member, at request, shall have his/her name placed upon the ballot for an office of the Association.
 - 2. The name of any active member may be placed in nomination by any other member with the consent of the nominee.
- C. Elections of officers, Executive Board, members at large, and faculty representatives, shall be conducted in the month of April by secret ballot.
- 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;
 - 5. Majority vote, unless otherwise specified.
- E. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified by the CTA Elections Committee.
- F. CCA Board Director elections shall be conducted according to CCA guidelines after the chapter has been notified by the CCA Elections Committee.
- G. NEA State Delegate elections shall be conducted according to CTA guidelines.
- H. NEA Local Delegate elections shall be conducted according to NEA/CTA guidelines.

- I. The duties of the Elections Committee shall be to:
 1. Ensure that all chapter/CCA/CTA/NEA election codes and timelines are followed;
 2. Establish election timelines;
 3. Develop and carry out timelines and procedures;
 4. Prepare and distribute election materials;
 5. Count the ballots and certify the results;
 6. Handle initial challenges.

XIV. COMMITTEES

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

XV. PARLIAMENTARY PROCEDURES

- A. Subject to the provisions of the Bylaws, Robert's Rules of Order, the latest revised edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVI. INITIATIVE, REFERENDUM, AND RECALL

- A. Upon written petition signed by ten percent (10%) of the Active membership, any proposed action shall be submitted to all Active members for vote by secret ballot. Such action shall be considered adopted if so voted by a majority of the members voting. Recall elections shall be by secret ballot. (See the Standing Rules for specific procedures.)
- B. Upon written petition signed by ten percent (10%) of the Active membership, any action taken by the Executive Board, the Representative Council, or by a committee shall be submitted to all Active members for vote by secret ballot. Such action shall be considered negated if so voted by a majority of the members voting. Recall elections shall be by secret ballot. (See the Standing Rules for specific procedures.)
- C. Upon written petition signed by thirty percent (30%) of the Active membership in his/her constituency, any officer will stand a recall election, and the officer will be recalled by a simple majority of the membership voting in an election.
- D. Recall elections shall be by secret ballot. (See the Standing Rules for specific procedures.)

XVI. AMENDMENTS

- A. These bylaws may be amended by a two-thirds (2/3) vote of the Representative Council and a majority of the membership voting on a secret ballot. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.
- B. The Bylaws may also be amended by statements in the contract with the District, providing that contract has been ratified by the membership of the Association.

Approved May 23, 2008