Revised and Adopted October 3, 1978

BUTTE COLLEGE EDUCATION ASSOCIATION CONSTITUTION

Article I
NAME

The name of this organization shall be the Butte College Education Association/CTA/NEA in Butte County.

Article II
PURPOSES

The primary purposes of this Association shall be:

1. To provide an opportunity for continuous study and action on the problems of the profession.

2. To foster good fellowship.

3. To promote professional attitudes and ethical conduct among members.

4. To raise the standards of the teaching profession.

5. To advance the general welfare of the school.

6. To encourage cooperation between the profession and the community.

7. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers.

8. To provide a means of representation for its ethnic-minority members.

9. To represent its members in their relations with their employer, and to seek 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.

Article III
AFFILIATION

Section 1. The Butte College Education Association shall be a chartered chapter of the California Teachers Association (CTA).

Section 2. The Butte College Education Association shall be an affiliated local association of the National Education Association (NEA).

Article IV
MEMBERSHIP

Section 1. Classes. Classes of membership shall be active and staff.

Section 2. General Requirements. To become a member, a membership enrollment form must be completed and filed, together with the prescribed amount of dues provided for in the Butte College Education Bylaws, Section 2.0, for the category of membership for which eligible or payroll deduction authorization. In addition, membership must also be obtained in the appropriate parallel category within the California Teachers Association and within the National Education Association whenever such memberships are available.

Section 3. Active Membership. Active membership shall be open to any person who is engaged in or who is on a limited leave of absence from professional educational work and whose primary assignment is neither administrative nor such as to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.

Section 4. Staff Membership. Staff membership shall be open to any person employed by the Association in a professional staff position.

Section 5. Membership Year. The membership year shall be that period of time from September 1st of any given calendar year through August 31st of the following calendar year, inclusive.

Section 6. Active members shall adhere to THE CODE OF ETHICS OF THE EDUCATION PROFESSION

Article V
OFFICERS AND THE BOARD OF DIRECTORS

Section 1. The officers shall be a president, a secretary, and a treasurer who shall be and remain currently paid-up Active members as prescribed by Article IV, section 2 of this Constitution during their term of office.

Section 2. There shall be a Board of Directors composed of the elected officers, the immediate Past President, the Chairperson of the Negotiating Panel, and the Chairpersons of the Elective Committees provided for in the Butte College Education Bylaws, Section 7.1.

Article VI
MEETINGS

Section 1. Regular meetings of the Association and the Board of Directors shall be held as provided in the Butte College Education Association Bylaws, Section 1.1

Section 2. Special meetings of the Association and the Board of Directors may be called as provided for in the Butte College Education Association Bylaws, Sections 1.2, 1.3

Article VII
QUORUM

Section 1. A quorum for all regular and special meetings of the Association shall consist of one-third (1/3) of the total membership.

Section 2. A quorum for a Board of Directors meeting shall consist of a simple majority of the Board members.

Article VIII
AMENDMENTS

Section 1. The constitution of this Association may be amended by a simple majority of the total membership of the Association.

Section 2. The actual vote on any proposed amendment may be held at any meeting of the Association provided that the proposed amendment shall have been presented in writing to the Secretary in adequate time to be duplicated and distributed to the general membership at least forty-eight (48) hours prior to the meeting at which it is to be voted upon. Absentee ballots shall be provided (cf. Butte College Education Association Bylaws, Section 4.41).

BUTTE COLLEGE EDUCATION ASSOCIATION/CTA/NEA
BYLAWS

1.0 MEETINGS

1.1 The Association shall hold at least five (5) meetings each school year, the meeting dates to be determined at the first regular meeting of the school year.

1.2 Special meetings of the Association may be called by the President or by a simple majority of the Board of Directors.

1.3 The Board of Directors shall meet prior to each regular and/or special meeting of the Association.

2.0 DUES

2.1 The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the NEA.

2.2 The Association's portion of the basic annual dues shall be determined by the Board of Directors and approved by the Association membership at the last regular meeting of the school year.

2.3 Membership in a given class shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class. If by October 25th of any calendar 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.

3.0 NOMINATIONS

3.1 Nominations for officers and elective committee personnel shall be made as follows:

3.11 Any Active member, at his request, shall have his name placed upon the ballot for an office of the Association by notifying a member of the Nominating Committee.

3.12 The name of any Active member may be placed in nomination by any other member, with the consent of the nominee by notifying a member of the Nominating Committee.

3.13 A Nominating Committee consisting of three (3) members shall be appointed by the President not less than twenty (20) calendar days prior to the date on which the election of the officers or committee personnel is to take place.

3.131 The Nominating Committee shall complete its work of nomination not later than ten (10) calendar days prior to the Association meeting at which the election shall take place, and the Association membership shall be informed of their selection no later than five (5) calendar days prior to the election.

3.132 The Nominating Committee, after securing the consent of their nominees, as well as others who may have been nominated under provisions 3.11 and/or 3.12 above, shall advise the Secretary of their names and that officer shall prepare ballots and deliver them to the Treasurer prior to the election meeting. Ballots shall always have spaces for write-in votes.

3.14 Nominations may be made from the floor at the election meeting provided that such nominations have two (2) seconds as well as a principal advocate.

4.0 ELECTIONS AND TERMS OF OFFICE

4.1 Election of officers of the Association shall be conducted at the last regular meeting of the Association for the school year.

4.2 Ballots shall be cast by secret ballot.

4.3 Only Active members whose dues have been paid shall be entitled to vote. The Treasurer shall prepare a list of eligible voters prior to each election.

4.4 The President, with the approval of the Board of Directors, shall appoint an election committee to conduct the elections.

4.41 The Treasurer shall be an ex-officio member of the election committee.

4.5 Active members in attendance at meetings when elections are held shall receive a ballot from the election committee.

4.51 Active members eligible to vote but not in attendance shall be provided with absentee ballots by the Treasurer.

4.6 The President, Secretary, and the Treasurer shall be elected by a majority vote of the Association Active members.

4.61 The officers of the Association shall be elected for one year terms, but they may be elected to succeed themselves.

4.62 They shall assume the duties of their respective offices immediately upon election.

4.7 Election to Elective Committees shall take place at the same time and in the same manner as the election of officers, except that a plurality vote only is necessary for election.

4.71 Committee members shall be elected for one year terms, but they may be elected to succeed themselves. To the degree it is feasible, some members should be re-elected to insure continuity.

4.72 Within ten (10) days after their election the members of each elective committee shall choose a chairperson. If a committee fails to do so, the President-Elect shall act in accord with Section 5.13 of these Bylaws.

4.8 All other elections, such as but not limited to, representatives to CTA State Council, NEA Delegates, and contract ratification shall be conducted by the Board of Directors.

4.9 Membership on the appointive committees provided for in these Bylaws and on any ad hoc committee shall be determined by Presidential appointment, with the advice and consent of the Board of Directors.

4.10 Vacancies. A vacancy shall be deemed to exist in the case of the death, resignation, recall or evident inability to serve in any of the offices or committees of the Association.

4.101 In the event of a vacancy occurring in the office of the President, the Secretary shall become the President, and the Board of Directors, at its next regular meeting, shall appoint a member of the Association to fill the office vacated.

5.0 DUTIES OF OFFICERS

5.1 Duties of the President.

5.11 The President shall be the presiding officer at all meetings of the Association and of the Board of Directors.

5.12 With the advice and consent of the Board of Directors, the President shall appoint the members of all appointive and any ad hoc committees.

5.13 With the advice and consent of the Board of Directors, the President shall, by appointment, fill any vacancy in any office or committee, unless provisions to fill the office are otherwise provided for in these Bylaws.

5.14 The President shall prepare the agenda for Board of Director meetings and (with the advice of the Board of Directors) for the general membership meetings. Moreover, he/she is empowered to suggest policies and plans for all standing and special committees.

5.15 The President shall be an ex-officio, but non-voting member of every committee, except the Nominating Committee.

5.16 The President shall be empowered to call special meetings of the Association and/or the Board of Directors.

5.17 The President shall act as liaison between the Association and all Administrative personnel in the school district.

5.2 Duties of the Secretary.

5.21 The Secretary shall keep the minutes of the proceedings of each Association meeting and of each Board of Directors meeting.

5.22 The Secretary shall conduct the correspondence pertaining to the affairs of the Association as directed by the President.

5.23 The Secretary shall maintain an accurate roster of the Association membership and an accurate list of committee personnel.

5.24 In cooperation with the President, he/she shall provide an agenda for each business meeting.

5.3 Duties of the Treasurer.

5.31 The Treasurer shall receive all funds belonging to the Association, pay out such funds according to orders signed by the President, keep an itemized account of receipts and expenditures, and provide a written report of the Association's financial status to the membership at each regular meeting.

5.32 The Treasurer shall submit the records of his office for an annual audit.

5.33 The Treasurer shall be the chief elections officer. (cf. Sections 4.4, 4.41).

6.0 POLICY-MAKING BODY AND THE BOARD OF DIRECTORS

6.1 The policy-making body of this Association shall be the general membership.

6.2 The budget for the Association shall be adopted by the membership on or before the first regular meeting of the school year.

6.3 Duties of the Board of Directors shall be:

6.31 To act as an advisory board to the President.

6.32 To act upon matters of business which arise between the regular meetings of the Association.

6.33 To initiate and propose to the Association any matters relative to the welfare of the Association. (This does not prevent any individual Active member of the Association from initiating or proposing matters for Association action).

6.34 To advise the President in the preparation of the agenda for Association meetings.

6.35 To prepare the annual budget for the Association and submit it to the Association membership for approval each year.

6.36 To approve any expenditure not included in the annual budget provided such expenditure does not exceed $50. Any expenditure in excess of $50 not included in the annual budget must be approved by the Association membership.

6.37 To direct the bargaining activities of the Association, subject to the policies established by the membership.

6.38 To direct the grievance activities of the Association.

6.39 To fill vacancies and advise in appointments as prescribed in other sections of these Bylaws. (cf. Sections 4.4, 4.8, 4.9, 4.101, 5.12, 5.13)

7.0 COMMITTEES

7.1 There shall be the following Elective Committees: Professional Relations, and Salary and School Finance.

7.2 There shall be the following Appointive Committees: Membership, and Public Relations.

7.3 At the discretion of the President, individual appointees may be charged with keeping the Association membership apprised regarding insurance, legislation, special services, and retirement.

8.0 DUTIES OF COMMITTEES

8.1 Professional Relations Committee.

8.10 This committee shall be composed of three (3) members elected from the membership-at-large.

8.11 This committee shall be responsible for implementing the Association's grievance program.

8.12 This committee shall provide representation to assist members of the bargaining unit in processing grievances.

8.121 This committee shall represent the Association at grievance proceedings whenever a member of the bargaining unit is processing a grievance without the assistance of the Association.

8.43 This committee shall promote and organize information supporting the Association and its causes, and so have that disseminated.

9.0 NEGOTIATING PANEL

9.1 Purpose. The Negotiating Panel is organized to meet, confer, and bargain in good faith with the governing board or its duly authorized representatives in accord with the laws governing collective bargaining.

9.2 This panel shall consist of three (3) members elected by the membership following statements of qualifications by the candidates.

9.21 The chairperson shall be selected by the panel from its members.

9.22 Negotiating Panel members shall serve for a period of one year and may succeed themselves.

9.23 Staff members may be appointed as Negotiating Panel members. (cf. Constitution, Article 4, Section 4).

9.3 Appropriate committee chairpersons or other Active members may serve as consultants to the panel as they are needed.

9.4 The Negotiating Panel may utilize consultants as needed.

9.5 The Board of Directors shall be responsible for developing the negotiation platform and contract.

9.51 In developing the platform or contract, the Board of Directors should utilize the following steps:

9.511 Each committee shall be invited to submit in writing to the Board of Directors its suggestions for topics or proposals to be incorporated in the contract, including any specific provisions it wishes incorporated.

9.512 Any member of the bargaining unit is welcome to submit in writing to the Board of Directors topics or proposals which he/she wishes to be considered by the Board of Directors for inclusion in the contract.

9.513 The Board of Directors shall prepare a master list of proposals presented by all committees and Active members and add its recommendations for inclusion, modification or rejection. In formulating these recommendations, the opinions and the active participation of appropriate committees and all individuals shall be sought by the Board of Directors.