



Chaffey **C**ollege **F**aculty **A**ssociation

BYLAWS

I. NAME AND LOCATION

The name of this Association shall be the Chaffey College Faculty Association / CTA / CCA / NEA, located on the Chaffey College campus in Rancho Cucamonga in San Bernardino County.

II. PURPOSES

The primary purposes of this Association shall be:

1. 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.
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for faculty members;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To provide a means of representation for its ethnic minority members;
5. To promote professional attitudes and ethical conduct among members;
6. To encourage cooperation and communication between the profession and the community;
7. To foster good fellowship among members.

III. AFFILIATION WITH THE UNITED EDUCATION PROFESSION (UEP)

1. The Chaffey College Faculty Association shall be a chartered chapter of the California Teachers Association (CTA) (Charter #518) and its affiliate, Community College Association (CCA);
2. The Chaffey College Faculty Association shall be an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

1. Active membership shall be open to any person who holds, or who is on limited leave of absence from, a faculty position which is identified by the current CCFA / Chaffey Community College District Agreement (Contract) as a member of the Faculty Bargaining Unit in the Chaffey Community College District.
2. Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. The different types of eligibility and services for such memberships shall be consistent with the regulations set forth in NEA and/or CTA rules and regulations. It shall be the responsibility of the Association's Membership Chair to maintain currency on and advise the President about membership requirements from these two organizations.
3. Active membership may be granted upon initiation of payroll deduction or upon payment of UEP dues appropriate to the class of membership and to the time of initial membership.
4. For continuing faculty, active membership is available only on an annual basis, August 1 - July 31. Continuing faculty who elect to join the Association at any time during the year must pay the annual UEP dues.
5. Active membership is available to Contract 1 and Contract 2 faculty at any time. Contract 1 and Contract 2 faculty who elect to join the Association must pay 1/10 of the annual UEP dues for each month of membership, commencing with the first day of the month during which they sign the membership forms.
6. Active membership is available to adjunct faculty at any time. Adjunct faculty who elect to join the Association must pay 1/10 of the annual UEP dues for each month of membership, commencing with the first day of the month during which they sign the membership forms.
7. The right to vote and to hold elective office or an appointive position within the Association shall be limited to active members.
8. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
9. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
10. Active members shall adhere to *The Code of Ethics of the Education Profession*.
11. The rights to and privileges of membership shall not be abridged in any way because of age, sex race, color, ethnic group, marital status, national origin or sexual orientation.
12. 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

1. The basic annual dues level for active members, and representation fee for nonmembers represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, as determined by action of the Representative Council at the last regular meeting of the school year, plus the dues of CTA / CCA, as determined by those state associations, plus the dues of NEA, as determined by that association.
2. Representation fees shall be apportioned on the same percentage basis as the full UEP dues.
3. Membership in a given class or category 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 September 30 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.

VI. FUNCTIONS OF THE REPRESENTATIVE COUNCIL

1. The governance and 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 membership. The Representative Council is the official Executive Body of the Chaffey College Faculty Association.
2. The Representative Council shall:
 - a. Establish Association policies and objectives;
 - b. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - c. Approve the establishment or discontinuance of special committees, including a determination of their membership, duties, and tenure;
 - d. Establish the dues of the Association;
 - e. Approve amendments to Bylaws by a two-thirds (2/3) vote of the members of the Representative Council; and
 - f. Perform other functions described in these Bylaws and consistent with the normal functions of the primary governance body of a local chapter of the CTA.
3. Regular meetings of the Representative Council shall be scheduled on Mondays, 12³⁰ - 2⁰⁰ p.m. No fewer than one Representative Council meeting per month shall be scheduled during the regular school year.

4. Special meetings of the Representative Council may be called by the President, the Representative Council, or the petition of twenty percent (20%) of the active membership.
5. 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.
6. Notices and agendas for meetings of the Representative Council shall be sent to all members of the Representative Council at least two school days prior to the date of the meeting.
7. For emergency meetings of the Representative Council during crisis situations, it shall be the responsibility of the President to notify representatives of meeting dates, places, and times.
8. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
9. Except as specified in these Bylaws, members of the Representative Council shall serve a term of two (2) years.
10. Except as specified in these Bylaws, all measures approved in a Representative Council Meeting shall be by majority vote of the members present.

VII. MEMBERSHIP AND DUTIES OF THE REPRESENTATIVE COUNCIL

1. Three classes of Representative Council members shall serve terms of office, as indicated in this Article: the Full-Time Faculty Representatives, the Part-Time Faculty Representatives, and the Association Officers.
2. Full-Time Faculty representatives shall be elected by and from the active full-time membership of the appropriate faculty group. The Part-Time Faculty Representatives shall be elected by and from the active part-time membership. Elections shall be held consistent with the provisions of Article XIII of and the Appendices of these Bylaws. Full-time representatives and Part-Time Faculty Representatives will serve two-year terms. The number of representatives to be elected by and from the active members from each faculty group is as follows:
 - a. Two full-time representatives from Language Arts;
 - b. Two full-time representatives from Business & Applied Technology and Hospitality Management;
 - c. Two full-time representatives from Mathematics and Science;
 - d. Two full-time representatives from Social and Behavioral Sciences;
 - e. Two full-time representatives from Visual & Performing Arts, Interior

Design, and Fashion Design & Merchandising;

- f. Two full-time representatives from Health Sciences;
 - g. Two full-time representatives from Instructional Support and Library Services;
 - h. Two full-time representatives from Counseling, EOPS, DPS, Kinesiology, & Nutrition.
 - i. Two part-time representatives from the part-time membership.
3. Full-time Representatives shall:
- a. Conduct constant and ongoing liaison between the Representative Council and the active members of the faculty group represented;
 - b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members;
 - c. Represent the views and input of the active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 - d. Perform such additional duties as prescribed by the Representative Council.
4. The Part-Time Faculty Representatives shall:
- a. Conduct constant and ongoing liaison between the Representative Council, part-time faculty, and the Faculty Senate Adjunct Sub-Committee.
 - b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the part-time faculty who are active members;
 - c. Represent the views and input of all part-time faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 - d. Perform such additional duties as prescribed by the Representative Council.

5. The elected Association Officers (President, a Vice President, a Secretary, and a Treasurer) are voting members of the Representative Council. The non-elected Association Officers (Membership Chair, Grievance Officers, and the Chairperson of the Political Action Committee) are non-voting ex officio members of the Representative Council. The duties of the President, the Vice President, the Secretary, the Treasurer, the Membership Chair, the Grievance Officers and the Chairperson of the Political Action Committee are described in Article VIII.
 - a. The Rep Council may temporarily appoint a CCFA member to fill any vacancy in the Association Officers until an election can be held.

VIII. OFFICERS

1. The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, a Membership Chair, two Grievance Officers, and the Chairperson of the Political Action Committee (PAC).
2. These officers shall be and remain currently paid-up members of the UEP as a condition for nomination to and service in their respective positions during their terms of office.
3. Elected Association Officers shall be elected consistent with the procedures described in Article XIII of and Appendices to these Bylaws.
4. Officers shall be elected for a term of two (2) years, commencing on June 1, of any calendar year, with the following exceptions: the Grievance Officers, the PAC Chairperson, and the Membership Chair shall be nominated by the CCFA President and approved by the Representative Council. The Grievance Officers will serve two-year terms commencing June 1 in staggered years. The Membership Chair and the PAC chairperson shall serve two-year terms.
5. All Full-time Representatives, Part-time Faculty Representatives, and the elected Association Officers on the Representative Council are voting members.
6. 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 any elected office, a special election shall be held to elect a successor to fill the unexpired term.
7. The **President** shall be the chief executive officer of the Association and its policy leader. The President shall:
 - a. Preside at all meetings of the Association and the Representative Council;
 - b. Prepare the agenda for the meetings of the Association and the Representative Council;
 - c. Be the official spokesperson for the Association with the administrative officer appointed as CCFA liaison, the District Governing Board, CTA, CCA and NEA;
 - d. Be familiar with the governance documents of the Association, CTA, CCA, and NEA;

- e. Call meetings of the Association;
 - f. Interpret and enforce the CCFA / CCCD Agreement and Memoranda of Understanding, and the CCFA Bylaws.
 - g. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - h. Maintain effective liaison with the Faculty Senate President to insure that the respective representative roles of the Senate and the Association are appropriately discharged; and
 - i. Attend CTA / CCA / NEA and other Association-related meetings as directed by the Representative Council.
 - j. Serve as Chair of the Grievance Committee
 - k. Perform other duties as prescribed by these Bylaws and/or by the Representative Council.
8. The **Vice President** shall:
- a. Serve as assistant to the President in all duties of the President;
 - b. Assume the duties of the President in the temporary absence of the President;
 - c. Be responsible for the formation and distribution of the Association's calendar of activities;
 - d. Serve as coordinator of committee activities at the direction of the President; and
 - e. Serve as a liaison between the Elections Committee and the Representative Council.
 - f. Perform other duties as prescribed by these Bylaws and/or by the President.
9. The **Secretary** shall:
- a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and Representative Council;
 - b. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and to the membership when appropriate;
 - c. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
 - d. Maintain an historical record of all Association activities, correspondence, agreements, and official actions.

- e. Perform other duties as prescribed by these Bylaws and/or by the President.
10. The **Treasurer** shall:
- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
 - b. Pay out such funds upon orders of the President and/or the Representative Council;
 - c. Submit to the Representative Council a written financial report annually, or as needed by the Representative Council;
 - d. Submit financial reports to PERB, CCTA, CCA, NEA, and other agencies, as required by law and/or the requirements of such agencies.
 - e. Perform other duties as prescribed by these Bylaws and/or by the President.
11. The **Membership Chair** shall:
- a. Keep a current roster of members, and make said roster available to CCFA Officers and Representatives.
 - b. Maintain and secure members' applications, files, and personal information.
 - c. Process applications following CTA and NEA guidelines.
 - d. Provide an annual report to the Representative Council regarding the cost of membership dues for CCFA, CTA, and NEA.
 - e. Submit membership reports to CCA, CTA, NEA, and PERB as required by law and/or the requirements of such agencies.
 - f. With the approval of the Representative Council, the membership Chair may form a Membership Committee for the purpose of recruitment and membership drives. The members of such committee shall be approved by the Representative Council. The membership Chair shall not share the personal information of any CCFA member with the members of the Membership Committee, including but not limited to: information such as social security numbers, unlisted telephone numbers, and home addresses.
 - g. Perform other duties as prescribed by these Bylaws and/or by the President.
12. The **Grievance Officers** shall:
- a. Serve on the Grievance Committee under the direction of the President;
 - b. Assist faculty members in resolving alleged violations of the contract;
 - c. Keep the Representative Council informed of all contract violations and

grievance proceedings, provided that in so doing, a faculty member's rights to confidentiality are not abridged;

- d. Keep a complete confidential record of all grievances;
- e. Recommend changes in the contract and in the District's policies and practices to avoid unjust or unreasonable treatment of faculty members.
- f. Perform other duties as prescribed by these Bylaws and/or by the President.

13. The **PAC Chairperson** shall:

- a. Chair the Political Action Committee;
- b. Report to the Representative Council on political items of potential interest;
- c. Coordinate PAC activities;
- d. Recruit qualified community members who are prospective Governing Board candidates and, with the PAC, recommend Governing Board candidates to the Representative Council for CCFA endorsement;
- e. Solicit income for the PAC Fund; with the PAC Treasurer, maintain accurate records of PAC Fund expenditures;
- f. Submit a written financial report of PAC expenditures to the Representative Council annually, or as needed by the Representative Council;
- g. Maintain, in coordination with the CCFA President and the PAC close working relationships with members of the Governing Board.
- h. Perform other duties as prescribed by these Bylaws and/or by the President.

IX. NEGOTIATING TEAM

- 1. A three-member Negotiating Team and the Alternate Negotiator shall be comprised of active members elected by the membership. Only active members that have been granted tenure by the Chaffey College Governing Board shall be eligible to serve on the Negotiating Team.
- 2. A Chief Negotiator may be elected by and from the Negotiating Team.
- 3. Each member of the Negotiating team shall serve for a three-year term of office not subject to term limits; terms shall be staggered so that not more than one term expires in any one year. In the penultimate year of each contract, an Alternate Negotiator shall be elected in the spring in order to secure an alternate before negotiations training begins. The Alternate Negotiator's term shall last until negotiations are closed and the tentative contract is ratified.

4. During negotiations, a Negotiation Team vacancy created by resignation or inability to serve shall be filled by the Alternate Negotiator.
Between negotiations, vacancies created by resignation or inability to serve shall be filled by election by the membership. The Representative Council shall have the authority to temporarily fill a vacancy until an election by the membership can be conducted and completed.
5. The duties of the Negotiating Team are to represent and to bargain for the Bargaining Unit. The Alternate Negotiator shall attend and observe the negotiation meetings and may also assist the Negotiation Team in its responsibilities, as needed.
6. CCFA shall compensate the Alternate Negotiator for each hour spent in active negotiation meetings at the Instructional Support Rate until compensation for the Alternate Negotiator is negotiated into the contract.
7. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the President and the Representative Council.
8. The Negotiating Team and the Alternate negotiator will be invited to attend any and all meetings of the Representative Council; agenda materials for these meetings will be sent to them in the same distribution as they are sent to voting members.
9. Bargaining Unit members shall be surveyed to determine contents of the proposed contract demands, and the contract proposal shall be approved by the Representative Council.
10. The Negotiating Team shall report its activities to the Representative Council in such form and with such frequency as determined necessary by the Representative Council.
11. The Representative Council shall provide for the dissemination of information regarding bargaining and the activities of the Negotiating Team to the general membership.
12. Agreements reached between the Negotiating Team and the Governing Board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Representative Council; the Representative Council may, at its discretion, or upon receipt by the President of a petition signed by a minimum of twenty percent (20%) of the membership, call an election of the full membership to ratify bargaining agreements.
13. A Negotiating Team member or the Alternate Negotiator may be recalled by a majority vote of the Representative Council or by a majority vote of the General Membership, as prescribed by the Appendices to these Bylaws. Replacement elections for recalled Team members shall be conducted consistent with relevant provisions of Section IX, 1 and 2, of and relevant Appendices to these Bylaws.

X. SIDE AGREEMENTS AND MEMORANDA OF UNDERSTANDING

1. Side agreements and memoranda of understanding may be proposed during the life of a contract by any member of the Bargaining Unit or by the Administrative Liaison Officer.

2. No issue will be submitted to the bargaining process during the life of a contract without a two-thirds majority vote of the Representative Council to do so.
3. The Representative Council will consider negotiating a side agreement or memorandum of understanding modifying the current Agreement if and only if the proposed contract modification is a result of all of the following conditions:
 - a. The issue to be negotiated has arisen from conditions that could not have been known during the period of negotiations for the current contract (e.g., significant midcontract administration reorganization or other change in District policy over which the Association has no substantial control, significant midcontract changes in state law, or acts of God, that have a significant impact on one or more sections of the contract.)
 - b. The issue to be negotiated is of such an emergency nature that it would be unreasonable to delay changes in the contract until the next contract negotiation.
 - c. The issue to be negotiated could reasonably be expected to result in new, unforeseen, and substantial injury to one or more members of the Bargaining Unit if left unchanged until the next contract.

XI. POLITICAL ENDORSEMENTS

1. Endorsements of candidates for the governing board shall be made by the Representative Council in a process it deems appropriate. Endorsements may be made in an election year prior to, during, or after the candidate filing period, at the discretion of the Representative Council.
2. If the Representative Council chooses a process that utilizes an Endorsement Committee to screen candidates for the governing board, such committee consists of the following members:
 - a. The PAC Chairperson (who will chair the Endorsement Committee),
 - b. A representative from each faculty group recognized by the CCFA Bylaws, which currently include:
 - 1) Language Arts,
 - 2) Business & Applied Technology and Hospitality Management,
 - 3) Mathematics & Science,
 - 4) Social & Behavioral Sciences,
 - 5) Visual & Performing Arts, Interior Design, and Fashion Design & Merchandising,
 - 6) Health Sciences,

- 7) Instructional Support and Library Services,
 - 8) Counseling, EOPS, DPS, Kinesiology, & Nutrition
 - 9) Part-time membership.
3. The members of the Endorsement Committee shall be members in good standing of CCFA, and shall be selected by their respective constituencies in a manner consistent with the provisions of these Bylaws and their Appendices.
 4. Recommendations to endorse a governing board candidate shall be decided by majority vote of the Endorsement Committee.
 5. The PAC Chairperson shall inform the CCFA President of the decision reached by the Endorsement Committee by written memorandum. The CCFA President shall include the Endorsement Committee recommendation on the agenda of the next Representative Council meeting. Final endorsement decisions shall be made by a majority vote of the Representative Council.
 6. All deliberations of the endorsement process shall be confidential, as is appropriate to matters pertaining to personnel selection.

XII. GRIEVANCE PROCESSING

1. The Grievance Officer shall propose procedures for grievance processing; the Representative Council shall adopt the procedures.
2. These procedures shall include, but not be limited to, the following:
 - a. Provision for representation to assist all members of the Bargaining Unit in processing grievances;
 - b. Training for handling grievances; and
 - c. Evaluation of the Association's grievance policies and procedures.

XIII. NOMINATIONS AND ELECTIONS

1. Notification of offices scheduled for election (elected Association Officers, School Representatives, and Part-Time Faculty Representatives), nomination procedures, and election timelines shall be distributed to all members and posted in all customary and appropriate locations.
 - a. Any active member, at his/her request, shall have his/her name placed upon the ballot for an available office of the Association.
 - b. The name of any active member may be placed in nomination by any other member, with the consent of the nominee.

2. Regular election of officers scheduled for election shall be conducted in the month of March by secret ballot of the active membership.
3. Special elections will be held to replace vacancies occurring prior to their scheduled completion; to select bargaining unit representatives for such positions as CTA State Council Representatives and NEA Delegates; to vote on initiatives, referenda and recalls; and to conduct any other decision-making procedure determined by these Bylaws and/or the Representative Council to require an election.
4. Regular and special elections shall be conducted as prescribed by these Bylaws, including relevant sections of their Appendices.
5. School Representatives shall be elected by secret ballot by and from the active full-time members who are assigned to that school or administrative unit.
6. The Vice President shall nominate an Election Committee consisting of three active members not currently serving as elected Association officers. With advice and consent from the Election Committee nominees, the Vice President shall name one of these three members as Chairperson of the Election Committee.
 - a. The Election Committee shall conduct all regular, special, and recall elections of the Association consistent with these Bylaws, including relevant sections of their Appendices.
 - b. An Election Committee member shall abstain from participation in Election Committee activities during the period in which s/he or her/his immediate family member is a candidate.
 - c. Members and the Chairperson of the Election Committee shall be approved by majority vote of the Representative Council.
7. All elections shall be held consistent with the most current Standing Rules for Association Elections, included as an Appendix to these Bylaws.

XIV. RECALL ELECTIONS

1. A recall of any person in an elective position may be initiated by a petition signed by one-third (1/3) of the active membership of his/her particular constituency. A statement of the reasons for the proposed recall shall be part of the recall petition.
2. Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to his/her constituency at least seven (7) days before the recall election.
3. Recall elections shall comply with all relevant provisions of Article XIII of and Appendices to these Bylaws.
4. A majority vote is required to recall any officer.

5. Replacement of recalled officers shall be by special election, to be conducted consistent with relevant provisions of Article XIII of and Appendices to these Bylaws.

XV. COMMITTEES

1. Standing Committees of the Association include the Election Committee and the Political Action Committee.
 - a. Procedures for the Election Committee are included as Appendix 1.
 - b. Procedures for the Political Action Committee are included as Appendix 2.
2. Committees, except as otherwise provided in these Bylaws, may be established and discontinued by the Representative Council; membership on, duties of, and tenure length for committees thus established shall be determined by the Representative Council.
3. Each committee shall submit periodic reports to the Representative Council, as determined by the Representative Council.

XVI. MEETINGS OF THE GENERAL MEMBERSHIP

1. At least one General Membership meeting shall be called by the President each school year. Additional meetings may be called as deemed appropriate.
2. Meetings of the Association may be called by the President, the Representative Council, or written petition of twenty percent (20%) of the active membership.
3. Notices of the Association meetings, including date, place, time and purpose shall be made available to all members of the Association at least one week prior to the meeting except during crisis situations.
4. For emergency meetings during crisis situations, the Representative Council shall adopt procedures to assure that the total Association membership be apprised of meeting dates, places and times.
5. A quorum for meetings of the Association shall be a majority of the active membership.
6. All official action taken by the General Membership shall be by secret ballot. Balloting shall be conducted for a minimum of a twenty-four-hour period.
7. For all General Membership elections, the Association Vice President shall be responsible to convene the Election Committee, which will take responsibility for conducting the election consistent with Article XIII of and Appendices to these Bylaws..

XVII. PARLIAMENTARY AUTHORITY

1. The latest and newly revised edition of Robert's Rules of Order shall be followed at all meetings of the Association and the Representative Council.

XVIII. AMMENDMENT PROCEDURES

1. These Bylaws may be amended by a two-thirds (2/3) vote of the members of the Representative Council.
2. Notice in writing of a proposed Bylaws amendment shall have been submitted to the membership of the Representative Council at the meeting preceding the one at which it is to be voted upon.

ADOPTED: June, 1992

REVISED: February, 1994; April, 1996; October, 1996; September, 1998; October, 1998; March, 2003; September, 2005; September, 2006; October, 2008; November, 2011; November, 2012; April, 2013; March 2014; April 2017



Chaffey **C**ollege **F**aculty **A**ssociation

Bylaws: Appendix I

Standing Rules for Association Elections

I. PREAMBLE

All regular and special elections for Association officers, contract ratification, and other issues submitted to the electorate for votes shall be conducted in a manner that is consistent with NEA/CTA rules and regulations. It is the purpose of these Standing Rules to specify minimum election and nomination requirements, announcements, and timelines; candidates' rights; management of balloting; challenging procedures; procedures for initiatives, referenda, and recalls, and procedures for amending these Standing Rules.

II. ELECTION REQUIREMENTS

1. Nominations for any Association office, including self-nominations, may be made by any active member.
2. All balloting will be by secret ballot of the appropriate constituency.
3. There shall be at least a fifteen (15) day period between notice of election and the actual balloting.
4. All active members of the Association shall be given the opportunity to vote in elections whose outcomes affect the total Bargaining Unit. Election information shall be sent to the current e-mail address, as reported by the District Personnel Office, of each active member on any kind of paid leave and if the current e-mail address is not valid or functioning, then the information shall be sent to the member's current postal address, as reported by the District Personnel Office. It shall be the responsibility of the member on leave to notify the Election Committee Chair if s/he desires a ballot via e-mail instead of at the regularly scheduled voting place(s).
5. All active members of a school or administrative unit shall be given the opportunity to vote in elections for School Representatives of the Representative Council. Election information shall be sent to the current e-mail address, as reported by the District Personnel Office, of each active member on any kind of paid leave and if the current e-mail address is not valid or functioning, then the information shall be sent to the

member's current postal address, as reported by the District Personnel Office. It shall be the responsibility of the member on leave to notify the School Representative that is conducting the election if s/he desires a ballot via e-mail instead of at the regularly scheduled voting place(s).

6. Members voting in an election shall acknowledge receipt of a ballot on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event that no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.
8. In elections for Representative Council membership or Association officers, if only one candidate is nominated, s/he will be declared the winner by acclamation without balloting procedures.
9. Chapter funds, facilities, staff, equipment, and mailings shall not be used to promote any candidate for office.

III. ANNOUNCEMENTS

1. The announcement of election for Representative Council members and Association officers shall include the offices, length of terms, and election timelines. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.
2. The announcement of election for CTA State Council Representatives and NEA Delegates shall include a brief description of the duties of the offices, length of terms, and election timelines. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.
3. The announcement of election for initiatives, referenda, and contract ratification shall include either the issue to be decided or, in cases where duplication of the issue (contract ratification, e.g.) would result in substantial cost, a specification of convenient locales where the member may review the issue or proposed contract.
4. Announcements shall include approved timelines for the elections. The announcement shall include, minimally:
 - a. The time, date, and place where declarations of candidacy are to be received.
 - b. The date for acknowledgment of declarations from candidates.
 - c. The date for the preparation of ballots.
 - d. The date on which ballots will be distributed.
 - e. The date(s) on which voting will take place.

- f. The deadline date for requesting absentee ballots.
- g. The deadline date, time and place for return of ballots, including absentee ballots.
- h. The date, time and place where ballots will be counted.
- i. The date(s) that announcement of results will be made to leadership, candidates and members.
- j. The dates and timelines for run-off elections, if necessary.
- k. The deadline for filing of challenges.

IV. CANDIDATES' RIGHTS

- 1. Privileges extended to one candidate shall be extended to all candidates.
- 2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
- 3. Each candidate shall have the right of access to a list containing the names and last known e-mail addresses of all members who have the right to vote in the election. If the e-mail address of a voting member is not valid or functioning, then the candidate shall have the right of access to the last known postal address for that particular member.
- 4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

V. MANAGEMENT OF BALLOTING

- 1. The names of the candidates shall be printed on the ballot in alphabetical order.
- 2. The ballot shall state the name of the office, the term, and the names of the candidates.
- 3. The ballot shall include space for a write-in candidate, except in run-off elections.
- 4. Each active member shall receive a ballot. In cases of election for School Representatives for the Representative Council, ballots will be made available to all active members of the school or administrative unit represented by the office at issue. Records of members receiving ballots shall be retained by the Secretary for one (1) year.
- 5. Voting shall be conducted at one or more specified sites that are convenient to the voters.
- 6. Upon receipt of ballots, tally sheets and signature sheets, the Election Committee shall count the ballots in a secure area with only the Election Committee members and observers present.
- 7. The Election Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:

- a. Blank ballot
 - b. More ballots than signatures
 - c. Ballot submitted after the posted deadline.
 - d. Voter not a member
 - e. Unclear voter intent
 - f. Votes cast for more than number allowed
 - g. Vote cast on unofficial ballot
 - h. Vote cast for ineligible candidate.
8. The Election Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
9. The Election Committee shall prepare the Final Election Report, recording the following information:
- a. Total number of ballots cast
 - b. The number of set-aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue
 - e. A notation whether the set-aside votes would affect the outcome
 - f. Signature of each Election Committee member present during the preparation of the report.
10. The Election Committee Chairperson shall submit the Final Election Report to the Vice President who shall inform the Representative Council of the results, as prescribed by the timelines.
11. If the votes set-aside would affect the outcome of the election, the Representative Council shall decide:
- a. To count the votes which have been set aside,
 - b. Not to count the votes which have been set aside, or
 - c. To void the election and conduct another election.

12. Any candidate who may be affected by the vote shall not participate in the decision-making process described in V, 11, above.
13. After the Representative Council approves the final results of the election, the Vice President shall notify all candidates of the Representative Council's decision.
14. The ballots and voter sign-up sheets shall be retained by the Secretary for one year after the election.
15. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Election Committee before the ballot counting. An observer shall not interfere with the counting and shall remain in the counting area until the Vice President is notified of the results.

VI. CHALLENGE PROCEDURES

1. Any member observing a violation of election procedures shall notify the President and the Chairperson of the Election Committee, in writing, within five school days of the announcement of results. The notification must:
 - a. Specify the section(s) of these Bylaws, including the Appendices, that has (have) been violated,
 - b. Include supporting information, and
 - c. List names of parties who can provide information about the infraction.
2. The Election Committee shall respond within five school days after receipt of the challenge in an effort to resolve the issue. The Committee shall determine whether:
 - a. The challenge alleges a violation of these Bylaws, including the Appendices
 - b. The challenge is supported by appropriate documentation, and
 - c. The alleged violation is likely to have affected the outcome of the election.
3. The Election Committee shall report to the Vice President on its findings and recommendations within twenty school days.
4. The Representative Council shall make a decision on the resolution of the challenge.
5. The challenging party and all candidates in that race shall be notified of the decision of the Representative Council.
6. If the challenging party is not satisfied with the decision, s/he may appeal the decision in writing to the CTA President within twenty school days of receipt of the decision. It is the responsibility of the CCFA President to inform the challenging party of his/her right to appeal and to assist him/her in directing appropriate communication to the CTA President.

VII. INITIATIVE PROCEDURES

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An active member shall file a notice of the intent to circulate a petition with the President by including a copy of the petition to be circulated, and the names of at least three active members supporting the proposed measure and responsible for its circulation.
3. The President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least ten percent (10%) of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the President the petition(s) containing original signatures.
6. The President shall have five (5) school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The President shall have three (3) school days in which to verify the membership of the additional signers.
8. The President shall cause a ballot to be furnished to the active members no less than fifteen (15) school days after verification of membership.
9. Regular election procedures described in these Bylaws shall be followed.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified in the ballot measure.

VIII. REFERENDUM PROCEDURES

1. Any action or proposed action of the Representative Council shall be referred to a vote of the membership upon a two-thirds (2/3) vote of the Representative Council.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The President shall cause a ballot to be furnished to the active members no less than fifteen (15) school days after the action by the Representative Council.
4. Regular election procedures described in these Bylaws shall be followed.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified in the ballot measure.

IX. RECALL PROCEDURES

1. The active membership shall have the authority to recall from office any person or persons holding such office by virtue of having been elected thereto by the total active membership of the Association.
2. The active membership of a school or administrative unit shall have the authority to recall from office any person or persons holding such office by virtue of having been elected thereto by the total active membership of that school or administrative unit.
3. An active member in the appropriate jurisdiction (total membership for officers representing the total membership, membership in the affected school or administrative unit for officers representing only that school or unit) shall file a notice of the intent to circulate a petition to recall with the President by including a copy of the petition to be circulated, and the names of at least three active members of the appropriate jurisdiction supporting the proposed measure and responsible for its circulation. If the proposed recall is for the person holding the office of President, the request shall be made to the Vice President.
4. The President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
5. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least ten percent (10%) of the active members in the appropriate jurisdiction. The petition shall contain the question proposed to be placed on the ballot.
6. The circulators shall present to the President the petition(s) containing original signatures.
7. The President shall have ten (10) school days in which to verify the membership of the signers of the petition.
8. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional fifteen (15) school days in which to gather and submit the necessary signatures. The President shall have five (5) school days in which to verify the membership of the additional signers.
9. The President shall cause a ballot to be furnished to the active members in the appropriate jurisdiction no less than twenty (20) school days after verification of membership.
10. Regular election procedures described in these Bylaws shall be followed.
11. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted by the Representative Council, excluding from participation the officer(s) or member(s) directly affected by the recall. These supplementary rules shall be published within the same publications and by the same manner as are prescribed for other elections within the Association.
12. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified in the ballot measure.

X. AMMENDMENTS

1. These Standing Rules may be amended by a majority vote of the Representative Council or by the Initiative Procedures described herein.

ADOPTED: October, 1996

REVISED: April, 2011



Chaffey **C**ollege **F**aculty **A**ssociation

Bylaws: Appendix 2

Political Action Committee Bylaws

I. NAME AND LOCATION

The name of this body shall be the Chaffey College Faculty Association -- Political Action Committee (CCFA-PAC), located in the city of Rancho Cucamonga, San Bernardino County.

II. PURPOSES

Under the direction of the CCFA Representative Council, the primary purposes of the CCFA-PAC shall be to:

1. Represent the Association and its members in their political relations with their employer, the Chaffey Community College District;
2. Speak with authority for the faculty in matters of endorsement of local governing board candidates;
3. Provide an opportunity for continuous study of the actions and the performance of governing board members;
4. Provide liaison with the California Teachers Association / Association for Better Citizenship / Political Allocation Committee (CTA/ABC/PAC), a body that provides financial support for local and statewide candidates and issues;
5. Raise funds, on a voluntary basis, from all interested parties, including, but not limited to, full-time faculty, part-time faculty, students, classified, administrative personnel, and interested community individuals; and
6. Expend funds for purposes of supporting endorsed governing board candidates.

III. MEMBERSHIP

1. The CCFA-PAC represents the same constituency as CCFA.
2. The Political Action Committee shall consist of the PAC Chairperson, the PAC

Treasurer, and an at-large representative. The PAC members are nominated by the CCFA President and approved by the Representative Council.

3. Membership may be amended at any time by the CCFA Representative Council within the guidelines established by CCFA Bylaws.
4. PAC members must be active CCFA members in good standing and must be a PAC contributor at the suggested annual contribution level (or higher).

IV. CONTRIBUTIONS AND REPORTS

1. The suggested annual contribution level shall be determined by the PAC in consultation with the Representative Council.
2. The contributor may contribute any legal amount through payroll deduction or by direct payment.
3. The PAC Treasurer and/or the PAC Chairperson shall be responsible for depositing all contributions in an account that conforms to the California Election Code.
4. The PAC Chairperson, or his/her designee, shall be responsible for making all reports to the County Registrar of Voters in compliance with the California Election Code.

V. POLITICAL ENDORSEMENTS

Endorsements of candidates for the Chaffey Community College Governing Board is a function of the Representative Council (see Section XI of the CCFA Bylaws).

VI. EXPENDITURES

1. Expenditures of PAC funds are designated only for CCFA political interests.
2. Expenditures of PAC funds will be made by majority vote of the PAC, except that the PAC Chairperson may expend up to \$999 in support of the campaign of any endorsed candidate.
3. All expenditures must be reported to the County Registrar of Voters per the requirements of the California Election Code. Upon request of the Representative Council, or any PAC contributor, a copy of financial reports shall be provided, as such reports are a matter of public record.

VII. SPONSORSHIP AND GUIDELINES

The CCFA-PAC is a “sponsored committee,” a category prescribed by the California Election Code. As such, it may be disbanded, or its bylaws amended, at any time by a majority vote of the Representative Council. In all matters, the California Election Code shall be followed in the operations of this PAC. Additional guidelines published by CTA shall be considered by the PAC and the Representative Council (*cf. California Teachers Association Political and Legislative Handbook*, 2nd edition, August, 1988). The PAC chairperson shall make regular reports to the Representative Council on activities of the PAC and its compliance with existing codes and guidelines.

ADOPTED: May, 1996

**REVISED: February, 2005;
September, 2007; and
November, 2007**