

# CCFA

## Chaffey College Faculty Association

### By-laws

#### 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:

- 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 members;
- c. To provide an opportunity for continuous study and action 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 THE UNITED EDUCATION PROFESSION (UEP)

- a. 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);
- b. The Chaffey College Faculty Association shall be an affiliated local association of the National Education Association (NEA).

#### IV. MEMBERSHIP

- a. 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.
- b. Active membership shall be granted upon initial payroll deduction or upon payment of UEP dues.
- c. The right to vote and to hold elective office or an appointive position within the Association shall be limited to active members.
- d. Active 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.

- e. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- f. Active members shall adhere to The Code of Ethics of the Education Profession.
- g. 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.
- h. No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedures.

#### **V. DUES, FEES AND ASSESSMENTS**

- a. The basic annual dues level for active members 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.
- b. Active membership shall be continuous after initial payroll deduction until regularly-scheduled payroll deduction ceases or until a change in professional status shall make the member ineligible.

#### **VI. FUNCTIONS OF THE REPRESENTATIVE COUNCIL**

- a. 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.
- b. Outside the academic year, the Association designates elected and appointed officers to serve in its place until the next service day. Designees shall confer and shall update Representative Council via personal e-mail as necessary during this period. Designees shall not negotiate any contractual nor by-law changes. Designees shall be current elected representatives or officers of the Association. Designees will record their hours and service activities and will be compensated at the greater of compensation offered by the District, or at the rate specified in Article VI i) plus mileage, as applicable, paid by the Association. Compensation shall not exceed the budgeted amounts. With prior Rep Council approval, the Treasurer, grievance officers, and chairs of standing committees may also receive Summer compensation for performing the work of the Association.
- c. The Representative Council shall:
  - i. Establish Association policies and objectives;
  - ii. Adopt the annual budget of the Association on or before the first meeting of the school year;
  - iii. Approve the establishment or discontinuance of special committees, including a determination of their membership, duties, and tenure;
  - iv. Establish the dues of the Association;
  - v. Approve amendments to Bylaws by a two-thirds (2/3) vote of the members of the Representative Council; and
  - vi. 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.
- d. Regular meetings of the Representative Council shall be scheduled on Mondays, 12<sup>30</sup>-2<sup>00</sup> p.m. No fewer than one Representative Council meeting per month shall be scheduled during the regular school year.
- e. 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.

- 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 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.
- h. 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.
- i. With prior Rep Council approval, upon submission of a written record of service rendered, members may be compensated at the highest current Instructional Support rate for Association service which exceeds the duties of representatives as prescribed in this Article.
- j. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
- k. Except as specified in these Bylaws, members of the Representative Council shall serve a term of two (2) years.
- l. 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**

- a. 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. In addition to the elected Faculty Representatives, the CCFA President may appoint a Chino Campus Representative and a Fontana Campus Representative with the approval of the Representative Council. These two representatives shall each serve a term of one year.
- b. Full-Time Faculty representatives shall be elected by and from the full -time active membership of the appropriate faculty group. The Part-Time Faculty Representatives shall be elected by and from the part-time active membership of the appropriate faculty group. 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 mutually-exclusive group for the following year shall be determined on a 15-to-1 basis according to the February membership roster for the current year.
  - i. Full-time faculty groups are:
    - 1. Communication Studies
    - 2. English
    - 3. American Sign Language, Chinese, Spanish, ESL
    - 4. Accounting, Administration of/Criminal Justice, Business/Office Tech, Business Administration, Computer Information Systems
    - 5. Mathematics
    - 6. Biology
    - 7. Physical Sciences (Astronomy, Chemistry, Geography, Geology/Earth Science, Physics)
    - 8. Anthropology, Political Science, and Sociology
    - 9. Psychology, Economics, and Child Development
    - 10. History, Philosophy, and Education

11. Art & Art History
  12. Broadcasting, Cinema, Dance, Music, Photography, and Theater
  13. Health Sciences (ADN, LVN, CNA, Dental Tech, Pharmacy Tech, Radiological Tech, Gerontology)
  14. Instructional Support, Library, and Faculty Success Center
  15. Counseling
  16. Career Development, DPS, and EOPS
  17. Aeronautical Tech, Automotive Tech, Industrial Electricity, Fire Tech, Hotel and Food Service Management, Fashion, and Interior Design
  18. Kinesiology, Nutrition, & Athletics
- ii. Part-time faculty groups are:
    1. Social Science
    2. Behavioral Science
    3. Math
    4. Physical and Life Sciences
    5. KNA, Counseling, Library, & Instructional Support
    6. Health Sciences and Student Health Center
    7. English
    8. Other Language Arts and Visual & Performing Arts
    9. Business and Applied Technologies and CTE
- c. Full-time Representatives shall:
    - i. Conduct constant and ongoing liaison between the Representative Council and the active members of the faculty group represented;
    - ii. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members;
    - iii. 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
    - iv. Perform such additional duties as prescribed by the Representative Council.
  - d. The Part-Time Faculty Representatives shall:
    - i. Conduct constant and ongoing liaison between the Representative Council, part-time faculty, and the Faculty Senate Adjunct Sub-Committee.
    - ii. 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;
    - iii. 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
    - iv. Perform such additional duties as prescribed by the Representative Council.
  - e. 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.
  - f. The Fontana Campus Representative shall:

- i. Be an active CCFA member, with the majority of his or her assignment at the Fontana campus, and a non-voting ex officio member of the Representative Council;
  - ii. Conduct constant and ongoing liaison between the Representative Council and the faculty having assignments at the Fontana campus;
  - iii. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the site faculty; and
  - iv. Perform such additional duties as prescribed by the Representative Council.
- g. The Chino Campus Representative shall:
  - i. Be an active CCFA member, with the majority of his or her assignment at the Chino campus, and a non-voting ex officio member of the Representative Council;
  - ii. Conduct constant and ongoing liaison between the Representative Council and the faculty having assignments at the Chino campus;
  - iii. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the site faculty; and
  - iv. Perform such additional duties as prescribed by the Representative Council.

#### VIII. OFFICERS

- a. The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, a Membership Chair, three Grievance Officers, and the Chairperson of the Political Action Committee (PAC).
- b. 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.
- c. Elected Association Officers shall be elected consistent with the procedures described in Article XIII of and Appendices to these Bylaws.
- d. 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.
- e. All Full-time Representatives, Part-time Faculty Representatives, and the elected Association Officers on the Representative Council are voting members.
- 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 any elected office, a special election shall be held to elect a successor to fill the unexpired term.
- g. The **President** shall be the chief executive officer of the Association and its policy leader. The President shall:
  - i. Preside at all meetings of the Association and the Representative Council;
  - ii. Prepare an agenda for the meetings of the Association and the Representative Council;
  - iii. Be the official spokesperson for the Association with the administrative officer appointed as CCFA liaison, the District Governing Board, CTA, CCA and NEA;
  - iv. Be familiar with the governance documents of the Association, CTA, CCA, and NEA;
  - v. Call meetings of the Association;

- vi. Interpret and enforce the CCFA / CCCD Agreement and Memoranda of Understanding, and the CCFA Bylaws.
  - vii. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
  - viii. 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
  - ix. Attend CTA / CCA / NEA and other Association-related meetings as directed by the Representative Council.
  - x. Serve as ex officio liaison to the Grievance Committee
  - xi. Perform other duties as prescribed by these Bylaws and/or by the Representative Council.
- h. The **Vice President** shall:
- i. Serve as assistant to the President in all duties of the President;
  - ii. Assume the duties of the President in the temporary absence of the President;
  - iii. Be responsible for the formation and distribution of the Association's calendar of activities;
  - iv. Serve as coordinator of committee activities at the direction of the President; and
  - v. Serve as a liaison between the Elections Committee and the Representative Council.
  - vi. Perform other duties as prescribed by these Bylaws and/or by the President.
- i. The **Secretary** shall:
- i. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and Representative Council;
  - ii. 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;
  - iii. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
  - iv. Maintain an historical record of all Association activities, correspondence, agreements, and official actions.
  - v. Perform other duties as prescribed by these Bylaws and/or by the President.
- j. The **Treasurer** shall:
- i. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
  - ii. Pay out such funds upon orders of the President and/or the Representative Council;
  - iii. Submit to the Representative Council a written financial report annually, or as needed by the Representative Council;
  - iv. Submit financial reports to PERB, CCTA, CCA, NEA, and other agencies, as required by law and/or the requirements of such agencies;
  - v. Chair the CCFA Budget Committee;
  - vi. Perform other duties as prescribed by these Bylaws and/or by the President.
- k. The **Membership Chair** shall:
- i. Keep a current roster of members, and make said roster available to CCFA Officers and Representatives.
  - ii. Maintain and secure members' applications, files, and personal information.

- iii. Process applications following CTA and NEA guidelines.
  - iv. Provide an annual report to the Representative Council regarding the cost of membership dues for CCFA, CTA, and NEA.
  - v. Submit membership reports to CCA, CTA, NEA, and PERB as required by law and/or the requirements of such agencies.
  - vi. 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.
  - vii. Perform other duties as prescribed by these Bylaws and/or by the President.
- l. **The Grievance Officers** shall:
- i. Serve on the Grievance Committee under the direction of the President;
  - ii. Assist faculty members in resolving alleged violations of the contract;
  - iii. 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;
  - iv. Keep a complete confidential record of all grievances;
  - v. Recommend changes in the contract and in the District's policies and practices to avoid unjust or unreasonable treatment of faculty members.
  - vi. Perform other duties as prescribed by these Bylaws and/or by the President.
- m. **The PAC Chairperson** shall:
- i. Chair the Political Action Committee;
  - ii. Report to the Representative Council on political items of potential interest;
  - iii. Coordinate PAC activities;
  - iv. 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;
  - v. Solicit income for the PAC Fund; with the PAC Treasurer, maintain accurate records of PAC Fund expenditures;
  - vi. Submit a written financial report of PAC expenditures to the Representative Council annually, or as needed by the Representative Council;
  - vii. Maintain, in coordination with the CCFA President and the PAC close working relationships with members of the Governing Board.
  - viii. Perform other duties as prescribed by these Bylaws and/or by the President.

#### **IX. NEGOTIATING TEAM**

- a. A three-member Negotiating Team and the Alternate Negotiator shall be comprised of active members elected by the membership.
- b. A Chief Negotiator may be selected by and from the Negotiating Team.
- c. 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.

- d. 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.
- e. 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.
- f. CCFA shall compensate the Alternate Negotiator for each hour spent in negotiations meetings at the rate specified in Article VI i) until compensation for the Alternate Negotiator is negotiated into the contract.
- g. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the President and the Representative Council.
- h. 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.
- i. 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. Representative Council must approve ground rules for negotiations to begin.
- j. 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.
- k. The Representative Council shall provide for the dissemination of information regarding bargaining and the activities of the Negotiating Team to the general membership.
- l. 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 active membership.
- m. Collective bargaining 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 an election of the full membership and by the Representative Council.
- n. 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 Active Membership. Replacement elections for recalled Team members shall be conducted consistent with the CTA Requirements for Chapter Election Procedures published annually in the CTA Elections Manual.

#### **X. SIDE AGREEMENTS AND MEMORANDA OF UNDERSTANDING**

- a. 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.
- b. 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. While bargaining side agreements or memoranda of understanding, the Negotiating Team shall consult with at least one CCFA Grievance Officer in order to address pertinent issues from the Grievance Committee. Side agreements and memoranda of understanding may be approved by the Representative Council or the Representative Council may, at its discretion, call an election of the full membership to approve them.
- c. 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 both of the following conditions:
  - i. 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 mid-contract administration reorganization or other change in District policy over which the Association has no substantial control, significant mid-contract changes in state law, or acts of God, that have a significant impact on one or more sections of the contract.)

- ii. The issue to be negotiated could reasonably be expected to result in a change in wages, hours, or working conditions.

#### **XI. POLITICAL ENDORSEMENTS**

- a. 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.
- b. 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:
  - i. The PAC Chairperson (who will chair the Endorsement Committee),
  - ii. A representative from each of the following faculty groups:
    1. Full-time classroom faculty
    2. Part-time classroom faculty
    3. Full-time student support faculty
    4. Part-time student support faculty
    5. Fontana faculty
    6. Chino faculty
    7. CTE faculty
- c. The members of the Endorsement Committee shall be members in good standing of CCFA, and shall be approved by the Representative Council.
- d. Recommendations to endorse a governing board candidate shall be decided by majority vote of the Endorsement Committee.
- e. 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.
- f. All deliberations of the endorsement process shall be confidential, as is appropriate to matters pertaining to personnel selection.

#### **XII. GRIEVANCE PROCESSING**

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

#### **XIII. NOMINATIONS AND ELECTIONS**

- a. The Association shall follow, and members are entitled to, the rights contained in the CTA Requirements for Chapter Election Procedures published annually in the CTA Elections Manual.
- b. The President must provide all Active members an opportunity to vote. The President does not have the option of deciding that such elections shall not be held.
- c. The Elections Committee and Chairperson may be nominated by the Vice President subject to the approval of Representative Council in the first month of each academic year. The duties of the Elections Committee shall be to:
  - i. Ensure that all Association/CTA/NEA election codes and timelines are followed;
  - ii. Establish election timelines;
  - iii. Develop and carry out timelines and procedures;
  - iv. Prepare ballots for election of officers and such other elections as may be necessary;
  - v. Count the ballots, record the results in an Election Report, and sign the report; and
  - vi. Handle initial challenges in consultation with the vice president or president.
- d. Elections shall be conducted with:
  - i. Open nomination procedure;
  - ii. Secret ballot;
  - iii. All Active member vote;
  - iv. Record of voters casting and receiving ballots; and
  - v. Majority vote, unless otherwise specified
- e. State Council Representative elections shall be conducted in accordance with CTA rules
  - i. after the chapter or Service Center Council has been notified to do so by the CTA Elections
  - ii. and Credentials Committee.
- f. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.
- g. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

#### **XIV. RECALL ELECTIONS**

Any recall election shall be conducted in accordance with the CTA Requirements for Chapter Election Procedures published annually in the CTA Elections Manual.

#### **XV. COMMITTEES**

- a. Standing Committees of the Association include the Budget Committee, the Election Committee, the Grievance Committee, and the Political Action Committee.
  - i. The Budget Committee shall be composed of a maximum of five group representatives and the elected officers.
  - ii. The Election Committee shall follow the CTA Requirements for Chapter Election Procedures published annually in the CTA Elections Manual.
  - iii. The Grievance Committee shall be composed of the three Grievance Officers.
  - iv. Procedures for the Political Action Committee are included as an Appendix.
- b. 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.
- c. Each committee shall submit periodic reports to the Representative Council, as determined by the Representative Council.

**XVI. MEETINGS OF THE GENERAL MEMBERSHIP**

- a) At least one General Membership meeting shall be called by the President each school year. Additional meetings may be called as deemed appropriate.
- b) Meetings of the Association may be called by the President, the Representative Council, or written petition of twenty percent (20%) of the active membership.
- c) 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.
- d) 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.
- e) A quorum for meetings of the General Membership shall be 20% the active membership.
- f) 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.
- g) 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 the CTA Requirements for Chapter Election Procedures published annually in the CTA Elections Manual.

**XVII. PARLIAMENTARY AUTHORITY**

- a. 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**

- a. These Bylaws may be amended by a two-thirds (2/3) vote of the members of the Representative Council.
- b. 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.

**Standing Rules**

The annual budget process shall include a survey of members to be completed by mid-February and the Budget Committee shall present a proposed budget to Rep Council by April 15.

**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;**  
**October 2017; May 2018;**  
**February, March, September, December**  
**2019; October, November 2020; January**  
**2021**