

SANTA BARBARA CITY COLLEGE INSTRUCTORS' ASSOCIATION

BYLAWS
Revised May, 2014

ARTICLE I. Membership and Dues

- Section 1. Annual membership in the Instructors' Association shall be based on the academic year and late membership shall be on a prorated basis.
- Section 2. If a member of the Association becomes ineligible for membership under Article III, Section I of the Constitution, the member shall be automatically terminated from membership and a prorated refund of any prepaid dues, less applicable fair-share service fees, shall be made.
- Section 3. Any member who has a financial hardship may appeal in writing to the Executive Board for reduction or suspension of dues.
- Section 4. Membership in the Association automatically continues through the summer session for members who pay dues in the preceding Spring semester. Membership in the Association can continue in the Fall and Spring semesters beyond that member's last employment in the district if so desired. The member must be otherwise eligible for membership. Dues of a member not currently employed in the district shall be limited to a fixed maintenance fee (excluding summer) to be set by the Executive Board.
- Section 5. Dues shall be collected by payroll deduction on a tenthly basis.
- A. Dues for all certificated contract employees shall be set at a fixed monthly rate to be reviewed annually.
 - B. Dues for all certificated contract employees on paid leave shall be determined by the same method used in Article I, Section 4A above. Dues for all certificated contract employees on unpaid leave shall be limited to a fixed maintenance fee to be set by the Executive Board.
 - C. *Dues for all part-time faculty members shall be set at a fixed monthly rate to be reviewed annually and not to exceed the specified limit established in Article IV, Section 2 of the Constitution.*
- Section 6. Fair share service fees shall be collected from all unit members who have not otherwise elected to become members of the Instructors' Association. The fair share service fee for all full and part time faculty who are members of the bargaining unit shall be set by the Executive Board and reviewed on an annual basis. Fair share service fees shall not exceed 90% of the comparable full membership dues for members of the Association.

ARTICLE II. Executive Board

- Section 1. If a vacancy occurs in the Executive Board, the position shall remain vacant until the next election for IA Board members. The representation specified in Article V, Section 1, shall be maintained.
- Section 2. The term of office for the members of the Executive Board shall begin with the last Executive Board meeting in the Spring semester following the election of the new members to the Executive Board.

ARTICLE III. Executive Board Meetings

- Section 1. A meeting of the Executive Board may be called by either the President of the Executive Board, the Vice-President of the Executive Board, three (3) Executive Board members, or the chairperson of the Negotiating Team.
- Section 2. Notice of time and place of an Executive Board meeting shall be given to all Executive Board members in writing or by telephone, not less than twenty-four (24) hours in advance of the meeting.
- Section 3. Notice of time and place of all regular Executive Board meetings shall be made available to all Association members at least one week in advance. Notice of time and place of all emergency Executive Board meetings shall be available to all Association members at least twenty-four (24) hours in advance.
- Section 4. Executive Board meetings shall be open to all members of the Association, except when members of the Executive Board declare a closed session by a majority vote. Closed sessions shall be declared for the consideration of sensitive personnel matters, sensitive negotiation issues, and other like matters.
- Section 5. A quorum of the Executive Board will consist of no fewer than five (5) members.

ARTICLE IV. General Meetings

- Section 1. *A general meeting of the Association may be called by either the President of the Executive Board, the Vice-President of the Executive Board, or three (3) Executive Board members.*
- Section 2. The President of the Executive Board shall call a general meeting within ten (10) working days of the receipt of a petition signed by twenty percent (20%) of the general membership of the Association.
- Section 3. Written notice of general meetings shall be transmitted, insofar as possible, to each and every Association member via campus mailboxes, U.S. mail, hand delivery, and/or by electronic means and shall be posted in a public area of the campus frequented by faculty. For the purpose of this section, notification by e-mail and by posting on the IA Web Site shall be the equivalent of posting "in a public area . . . "
- Section 4. A quorum of a general meeting of the Association shall consist of five (5) percent of the total Association membership.

ARTICLE V. Committees

- Section 1. The Executive Board shall establish and appoint members to such committees as it deems necessary. Additionally, the Executive Board shall work to insure that Association interests are represented on College and Academic Senate committees, including the Academic Senate, College Planning Council, college benefits committee, and such other committees as the Executive Board shall deem appropriate.
- Section 2. In preparation for contract negotiations, and no less than six (6) months prior to the initiation of contract negotiations or contract reopeners, the Executive Board shall appoint a negotiations committee.
- A. The Negotiating Committee shall consist of not less than three (3) or more than seven (7) people. One (1) member of the Committee may be a paid negotiator, not otherwise a member of the Association or the faculty. All other members shall be members of the Association. At least one (1) member of the Negotiating Committee shall be an Executive Board member. The Negotiating Team shall be formed from members of the Negotiating Committee. The members of both the Negotiating Committee and team shall be confirmed by an affirmative vote of at least five (5) members of the Executive Board.
- B. The Executive Board shall present all proposals dealing with wages, benefits and working conditions to the membership of the Association no later than one month prior to submitting a formal contract proposal to the District Board of Trustees.

- C. Changes to the proposal shall be made in a general meeting according to the conditions stated in Article VII, Section 3 of the Constitution and these Bylaws.
- D. The Negotiating Committee shall keep the Executive Board fully informed as to the progress of the negotiations.
- E. Ratification of all negotiated agreements shall be voted on by the Association membership by secret ballot. A majority vote of those votes cast shall be required for ratification.

Section 3. The chairperson and other members of all committees shall be appointed annually no later than October 1st by an affirmative vote of at least five (5) members of the Executive Board.

Section 4. Members of the Executive Board who are not members of a committee may sit in as *ex officio* members of that committee. As *ex officio* members they have no vote, but may fully participate in all other activities of the committee.

Section 5. The Executive Board shall have the power to replace any appointed member of an Association committee by an affirmative vote of at least five (5) members of the Executive Board.

Section 6. All Association committees shall prepare summaries or minutes of all business meetings and shall submit same to the Executive Board in written form within ten (10) days after each meeting.

Section 7. The Executive Board shall have the final authority to define the power, function, and number of members of any and all Association committees.

Section 8. All committee actions are subject to approval by the Executive Board.

ARTICLE VI. Changes to the Bylaws

Section 1. Changes to these Bylaws shall be made in accordance with the provisions of Article VIII, Sections 5 and 6 of the Instructors' Association Constitution.

Section 2. The Executive Board of the Association, by a majority vote of its members, adopts these Bylaws and in so doing reserves full rights and prerogatives to amend or repeal any or all of these Bylaws as established and defined in Article VIII, Section 5 of the Constitution.

Section 3. If any provision of the Bylaws is found invalid, the remaining provisions shall continue in full force and effect.