

CONSTITUTION OF THE CITRUS COLLEGE FACULTY ASSOCIATION

ARTICLE I: NAME

The name of the organization shall be Citrus College Faculty Association, located in Los Angeles County, hereinafter designated as the Association or CCFA.

ARTICLE II: PURPOSE OF THE ASSOCIATION

- Section 1 Represent members in their relations with their employer and to serve as the exclusive representative of unit members 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.
- Section 2 Provide an opportunity for continuous study and action on the issues of the profession.
- Section 3 To form a representative body capable of developing consensus on professional matters and to speak with authority for professional educators.
- Section 4 Foster good fellowship.
- Section 5 Promote professional attitudes and ethical conduct among its members.
- Section 6 Raise the standards of the teaching profession.
- Section 7 Advance the general welfare of the college.
- Section 8 Establish cooperation between the faculty and the college community.

ARTICLE III: AFFILIATION

The Citrus College Faculty Association may affiliate with any state or national faculty organization or elect to be independent by a majority vote of the CCFA members.

ARTICLE IV: MEMBERSHIP

- Section 1 All members of the full-time faculty are eligible for membership in the Citrus College Faculty Association.
- Section 2 If the Association has elected to affiliate with a state and/or national organization, then membership in CCFA shall require simultaneous membership in that state and/or national organization.
- Section 3 Membership is from the first of July to the thirtieth of June of each academic year.
- Section 4 The rights and privileges of membership shall not be abridged in any way because of: age, sex, race, color, ethnic group, national origin or sexual orientation.
- Section 5 Active members shall adhere to The Code of Ethics of the Educational Profession. (CTA Standing Rule 4-1, item 1d)

ARTICLE V: DUES AND FEES

- Section 1 The basic annual dues level for active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association including (if applicable) the dues of the affiliates.
- Section 2 The Association's portion of the basic annual dues and the representation fee for non-members shall be as provided for in Article III of the By-Laws.
- Section 3 Representation fees shall be apportioned among the CCFA and its affiliates (if applicable) on the same basis as members' dues.
- Section 4 Membership in a given category, as defined on the membership application shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible. If by December 31 of the calendar year, a member has not either paid the established annual membership dues for the current year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and his or her name dropped from the rolls.

ARTICLE VI: GENERAL ASSEMBLY

- Section 1 The General Assembly consists of any official meeting of the CCFA membership.
- Section 2 Meetings of the General Assembly shall be held as often as business requires but not fewer than once each semester. The time and place of such meetings shall be decided by the Executive Board. This may be in conjunction with Academic Senate meetings.
- Section 3 Special meetings of the General Assembly may be called for a specific purpose by the President, or upon petition of ten members, but no business other than that for which the meeting is called may be transacted.
- Section 4 A quorum for conducting business shall be one more than half of the membership.
- Section 5 Notices and agendas for all meetings shall be placed in the campus mail at least 48 hours prior to the date of the meeting.
- Section 6 For emergency meetings during crisis situations, the Executive Board shall notify members of meeting dates, places and times.

Article VII: CCFA Council (Governance Body)

- Section 1 The CCFA Council shall consist of the Executive Board, one representative from each department (as listed in the Contract and in the By-laws), and three (3) at-large representatives.
- Section 2 The CCFA Council shall meet at least once each month of the Academic Year.
- Section 3 A quorum for conducting CCFA Council business shall be one more than half of the CCFA Council membership.
- Section 4 Notices and agendas of the CCFA Council shall be distributed at least 48 hours prior to the meetings.
- Section 5 For emergency meetings of the CCFA Council, the Executive Board shall notify members of meeting dates, places, and times.

ARTICLE VIII: OFFICERS AND EXECUTIVE BOARD

- Section 1 The officers for the CCFA shall be President, Past President, Vice-President, Secretary, and Treasurer. The President of the Association shall not be the President of the Academic Senate simultaneously. The officers shall be and remain currently paid-up members of the CCFA as a condition for nomination to, and service in, their respective positions during their terms of office.
- Section 2 The CCFA Executive Board shall be composed of the CCFA officers, the CCFA Chief Negotiator, and a voting representative from the Academic Senate appointed by the President of the Academic Senate and approved by the CCFA President.
- Section 3 The CCFA Executive Board shall meet at least once per month.
- Section 4 The President shall call all meetings of the Executive Board either on his or her own initiative or at the request of a majority of the Board.
- Section 5 A quorum for conducting Executive Board business shall be four members.

ARTICLE IX: NOMINATIONS AND ELECTIONS

- Section 1 As soon as possible after the beginning of the spring semester the CCFA Vice-President shall appoint an Election Committee of five Association members for the purpose of running the nominations and the election of the officers and at-large representatives for the next Academic Year. The Executive Board shall establish the calendar of events for the nomination and election process. Results of the nominations shall be published followed by an Association meeting where nominations from the floor shall be accepted. If there are no nominations from the floor, the election by secret ballot shall begin no less than five instructional days after this Association meeting. Voting by absentee ballot shall be allowed in so far as possible. Counting of the ballots shall be done by the Election Committee with a minimum of two (2) Association Officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.
- Section 2 Special elections by the Association shall be conducted by the Executive Board. Counting of the ballots shall be done by the Association officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

Section 3

The Association Executive Board shall establish the date, and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall have prepared departmental voting packets consisting of the following:

1. One ballot for each Association member by department.
2. An inner envelope in which to seal the completed ballot.
3. An outer envelope in which to seal the inner envelope.
4. The outer envelope shall have the member's name and a place for the member's signature.

At the beginning of the polling process, the Association President shall distribute to each departmental representative, his or her voting packet.

The Association Secretary will maintain a record of who receives each voting packet and the number of blank ballots distributed.

The departmental representative who receives the voting packet shall insure that each Association member listed on the departmental roster is given an opportunity to vote. The departmental representative shall also insure that all members who choose to vote sign their name on the outer envelope and give the double-sealed ballot to the representative. When all members of the department have voted, or at the end of the polling period, the departmental representative will return to the Election Committee the following:

1. All of the signed, double-sealed ballot envelopes.
2. All unused ballots.

At the time of the counting of the ballots, the signatures on the outer envelopes shall be verified. Any unsigned or otherwise invalid outer envelopes shall be separated out and remain unopened. Then the valid inner envelopes shall be separated from the outer envelopes without opening the inner envelopes so that the inner envelopes become anonymous. The inner envelopes shall be combined and then opened and the ballots counted.

The Association Secretary shall record the results of the voting, and these results shall be certified by all the Association members present during the counting of the ballots. The election records shall be retained for no fewer than six (6) months after the election.

The Association President shall make public the results of the balloting immediately following the count. If any officer or observer challenges

the results of the polling because of perceived irregularities, the matter shall be referred to the Executive Board for resolution before it is made public.

ARTICLE X: RECALL ELECTIONS

- Section 1 A recall of any person in a Faculty Association elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Association. A statement of the reasons for the proposed recall shall be part of the recall petition.
- Section 2 Each person named in the recall petition shall have the right to make a rebuttal statement that shall be distributed to the Association membership at least 7 days before the recall election.
- Section 3 Recall elections shall be by secret ballot.
- Section 4 An absolute majority vote (one more than 50%) of the membership shall be necessary to affect the recall.
- Section 5 Any vacancy, in any office, created by recall shall be filled according to the procedures provided in Article XI, Section 3.

ARTICLE XI: TERMS AND VACANCIES

- Section 1 With the exception of the position of Treasurer, executive officers of the CCFA shall be elected for a period of one year. The President shall be succeeded by the Vice-President/President-elect of the previous year. The President shall succeed the Past-President the year following his/her term as President. The term of office shall be from the first of July to the thirtieth of June of the following year. The Treasurer shall serve a term of thirteen months. The term shall be from the first of September to the following year 30th of September. During the last 30 days of office the Treasurer shall assist with financial reporting, transition the accounts to the incoming Treasurer, and be a non-voting member of the Executive Board. The Secretary will become a secondary signer on all CCFA accounts and will take over the responsibility of the Treasurer until a replacement can be appointed if the office of the Treasurer becomes vacant due to death, resignation, or recall.
- Section 2 The terms of the departmental and at-large representatives shall be one (1) year. Their terms shall be from the first of July to the thirtieth of June of the next year.

Section 3 A vacancy shall be deemed to exist in the case of death, resignation, or recall. The CCFA President with the approval of the Executive Board shall fill by appointment any vacancy in the office of Secretary, Treasurer, or Past-President, except that replacement for Past-President must be drawn from the ranks of former Past-Presidents. If a vacancy occurs in the office of President, the Vice-President shall assume the position until a special election is called, or the next scheduled election, whichever comes first. When a vacancy occurs in the office of Vice-President, the President shall call a meeting of the Faculty Association for the purpose of accepting nominations from the floor for Vice-President. The election shall be held according to the procedures provided in Article IX. This meeting shall be held within two weeks but not sooner than five instructional days following the notification of the vacancy.

ARTICLE XII: AMENDMENTS

Section 1 Amendments may be proposed by the Executive Board, CCFA Council, or by petition of thirty percent of the members of the Association.

Section 2 All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

Section 3 An amendment shall be considered ratified if it receives a two-thirds vote.

Date: March 2005