CONSTITUTION

of the

College of the Sequoias Teachers’ Association

ARTICLE I- Names and Purposes

Section 1. This organization shall be known as the College of the Sequoias Teachers Association

Section 2. The purposes of this association shall be

2.1 to provide an opportunity for continuous study of the problems of the teaching profession.

2.2 to foster good fellowship.

2.3 to promote professional attitudes and ethical conduct among its members.

2.4 to raise the standards of the teaching profession.

2.5 to advance the general welfare of the schools.

2.6 to establish cooperation between the teacher and the community.

2.7 to form a representative body to assist the development of group opinion on professional matters and to speak with authority for the members of this association.

ARTICLE II- Unification

Section 1. The College of the Sequoias Teachers Association is an affiliate chapter of, and unified with the California Teachers Association and the National Education Association.

ARTICLE III- Membership

Section 1. All certificated personnel employed by the College of the Sequoias Community College District who hold valid membership in the California Teachers Association and the National Education Association in any school district faculty chapter may become members of this association upon payment of dues according to the bylaws of this association.
ARTICLE IV - Organization

Section 1. The government of this association shall be through its Executive Board:

1.1 Four officers: a president, a president-elect, a secretary, and a treasurer.

1.2 Two Executive Board members elected by and from this association prior to the last regular association meeting of the school year.

1.3 The past president.

1.4 The Chairpersons of the Employee Benefits and Political Action Committee.

1.5 All CTA State office holders.

Section 2 Standing Committees:

2.1 Membership Committee.

2.2 Program Committee.

2.3 Political Action Committee.

2.4 Public Relations Committee.

2.5 Liaison Committee.

2.6 Employee Benefits Committee.

2.7 Grievance Committee.

2.8 Social Committee.

2.9 Hospitality Committee.

2.10 Retirement Committee.

2.11 Master Agreement/ Negotiations Committee.

2.12 Facilities Committee.

Section 3 Elective and appointive offices to this association shall require membership in this association, the California Teachers Association, and the National Education Association.
Section 4. Any officer, director, or other person elected by the membership may be removed from office by a 2/3 vote by ballot of the membership.

ARTICLE V- Meetings

Section 1. Regular meetings of this association and of its Executive Board may be held as provided by the bylaws.

Section 2. Special meetings of this association and of its Executive Board shall be called as provided in the bylaws.

ARTICLE VI- Quorum

Section 1. A quorum shall be required for any special meeting or for any business dealing with faculty-trustee relationship. A quorum shall consist of 25 percent of the total membership.

Section 2. The quorum requirement shall be waived for all other meetings provided an agenda is furnished each member no less than one full school day prior to the day of the meeting. The business conducted at such meeting shall be limited to the announced agenda items.

Section 3. A quorum for the Executive Board of this association or its committee meetings shall consist of a majority of the Executive Board or of its committees.

ARTICLE VII- Amendments

Section 1. This constitution may be amended by a 2/3-vote of the total membership present at any meeting, provided notice in writing of a proposed amendment shall have been filed with the Secretary and presented at the meeting preceding the one at which it is to be voted upon.

Section 2. The Bylaws may be amended by a majority vote of the total membership present at any meeting, provided notice in writing of a proposed amendment shall have been filed with the Secretary and presented at the meeting preceding the one at which it is to be voted upon.

BY LAWS

of the

College of the Sequoias Teachers’ Association

ARTICLE I- Dues

Section 1. The president-Elect of this association shall present a budget to the membership at the last meeting of the school year. The budget shall include the dues structure for the following year. Upon adoption, this budget shall be the official guide for funds expenditures for the following year.

Section 2. The dues shall be payable before November 15 of each year or before February 15 for those beginning employment after January 1. Dues may be paid through the payroll withholding plan. A member failing to pay dues within two months after the date specified shall be considered delinquent.

Section 3. Payment of annual membership dues to this association shall be made according to the following:

3.1 Twenty percent of its annual dues for those faculty whose teaching and related student services assignment directly or indirectly is 1/3 or less of a full load.

3.2 Forty percent of its annual dues for those faculty whose teaching and related student services assignment directly or indirectly is greater than 1/3 of an assignment but less than 60 percent of a full load.

3.3 One hundred percent of its annual dues for those faculty whose teaching and related student services assignment directly or indirectly is 60 percent or greater of a full load.

ARTICLE II- Elections

Section 1. A nominating committee shall be appointed in February by the Executive Board to receive names for the various offices to be filled. It shall be the duty of the nominating committee to present to the membership a list of at least one nominee for each office at the March regular meeting of the College of the Sequoias Teachers Association, at which time additional nominations may be made from the floor. The election shall be held by ballot prior to the regular April meeting.

Section 2. The Executive Board of this association shall have the power to make all necessary rules for conducting its elections.
Section 3. The person having received the highest number of votes cast in any election shall be declared elected.

ARTICLE III- Association Officers- Terms and Duties

Section 1. The President shall:

1.1 with the Executive Board determine the schedule of general meetings of this association

1.2 preside at all meetings and in every way endeavor to promote the interests and purposes of this association.

1.3 become familiar with the constitution and bylaws of this association, the California Teachers Association, and the National Education Association.

1.4 appoint, with the advice of the Executive Board, all standing and special committees, and to be an ex-officio member of all such committees.

1.5 call meetings of the Executive Board, suggest policies and plans for all standing and special committees, and be held responsible for the progress and work of this association.

1.6 serve as faculty representative at the meetings of the College of the Sequoias Community College District Board of Trustees.

1.7 serve as Community College Association representative.

1.8 appoint a Community College Association Representative alternate.

1.9 appoint a member to the Grievance Committee.

1.10 serve a minimum term of one year.

1.11 serve as an ex-officio member of the Master Agreement/ Negotiations Committee.

1.12 appoint an ad-hoc Editing Committee for final drafting of the Master Agreement.

Section 2. The President- Elect Shall:

2.1 assume the duties of the President in the absence of the President.

2.2 serve as Chairperson of the Program Committee.

2.3 serve as an ex-officio member of the Legislative, Membership, and Public Relations Committee.
2.4 serve on the Grievance Committee.

2.5 serve a minimum term of one year.

Section 3. The Secretary shall:

3.1 keep careful records of the proceedings each association meeting and of each Executive Board Meeting.

3.2 maintain an accurate roster of the association membership and an accurate list of committees and personnel.

3.3 provide the College of the Sequoias Community College District Board of Trustees in cooperation with the association President such information as is required by written policy.

3.4 provide an agenda for each regular business meeting in cooperation with the association President.

3.5 carry on the correspondence pertaining to the business of this association as directed by its President or Executive Board.

3.6 serve a minimum term of one year.

Section 4 The Treasurer Shall:

4.1 receive all funds belonging to or assigned to this association.

4.2 make authorized disbursements. Disbursements shall be made only in accordance with budget allotments, or upon order of the Executive Board. Total yearly unbudgeted “general fund” expenditures ordered by the Executive Board may not exceed $100. All expenditures in excess of $100 must be approved by a majority of those present at either a regular or special meeting of this association.

4.3 keep an itemized account or all receipts and disbursements.

4.4 pay the dues required by unification as provided in ARTICLE II of the constitution of this association.

4.5 have the association records audited annually according to SB 160, State of California.

4.6 serve a minimum term of one year.
Section 5. The Community College Association Representative Shall:

5.1 attend all Community College Association meetings.

5.2 report to the membership of this association all pertinent information concerning Community College Association actions.

Section 6. The past President Shall:

6.1 serve on the Executive Board of this association.

6.2 be the Chairperson of the Grievance Committee provided the grieving party approves.

Section 7. The Community College Association Representative Alternate shall assume all functions of the community College Association Representative as outlined in the bylaws of this association in the absence of the Community College Association Representative.

Section 8. Officers shall be elected for a term prescribed for their respective offices, or until their successors are duly qualified for office. They shall assume the duties of their respective offices when installed.

ARTICLE IV - The Executive Board - Terms and Duties

Section 1. The Executive Board of this association shall be composed of:

1.1 the association officers.

1.2 the past President.

1.3 all members elected from this association at large to serve 2-year terms on any College of the Sequoias Community College District standing committees for which COSTA has been granted representation.

1.4 the chairpersons of the standing committees elected at large by this association.

1.5 the Community College Association Representative.

1.6 all members elected as state representatives to the California Teachers Association or the Community College Association.

Section 2. The Executive Board Shall:
2.1 with the President of the association determine the schedule of general meetings of this association.

2.2 act upon matters of business which arise between regular meetings of this association except those involving political endorsements of any kind. In such instances of endorsement the Executive Board shall act in accordance with the result of a meeting or meetings open to the total membership of the College of the Sequoias Teachers Association and during which those members present shall be afforded an opportunity to vote on questions of endorsement.

2.3 make recommendations to be acted upon by the membership of this association.

2.4 fill vacancies which may arise between the elections of this association.

2.5 approve standing and special committee appointments made for this association.

2.6 appoint four members to the Master Agreement / Negotiations Committee.

Section 3. Executive Board members of this association may be appointed chairpersons of its standings and special committee.

ARTICLE V- Committees- Terms and Duties

Section 1. There shall be the following standing committees:

1.1 Membership

1.2 Program

1.3 Political Action

1.4 Public Relations

1.5 Liaison Committee

1.6 Employee Benefits

1.7 Grievance

1.8 Social

1.9 Hospitality
1.10 Retirement

1.11 Master Agreement/Negotiations

1.12 Facilities

Section 2. The President of this association with the approval of its Executive Board shall appoint the members of all standing committees with the exception of the Salary Committee, Employee Benefits Committee, and Political Action Committee. All appointed committees shall elect their own respective chairpersons. Excepted is the Program Committee whose chairperson is President-Elect.

Section 3. The Membership Committee shall conduct the annual membership campaign for this association, and for memberships in the California Teachers Association, and the National Education Association. The Membership Committee Chairperson shall submit membership reports to the Executive Board of this association.

Section 4. The Program Committee shall arrange programs for this association at the request of its Executive Board.

Section 5. The Political Action Committee and the association President shall:

5.1 maintain a continuing study of proposed legislation affecting schools and teachers.

5.2 keep the membership informed regarding proposed legislation and its progress in the Legislature or Congress.

5.3 propose and carry out actions of this association relating to the legislative program.

5.4 obtain information and inform the membership regarding the records and opinions of any political candidates affecting schools and teachers.

5.5 plan any activities designed to establish communications with legislators representing the College of the Sequoias area.

5.6 accept and study legislative proposals from members and recommend appropriate action of this association.

Section 6. The Public Relations Committee shall work with the administration and faculty of the College of the Sequoias in developing favorable community relations with the attitudes toward the teaching profession, the local schools, and public education; it shall promote and direct teacher participation in activities designed to improve community relations with the College of the Sequoias.
Section 7. The Liaison Committee members shall:

7.1 be composed of the President, President–Elect, and one appointed member from the COSTA Executive Board to represent COSTA.

7.2 meet monthly with the three-member Liaison Committee of the Academic Senate.

7.3 each year elect a chair of this joint COSTA Academic Senate Liaison Committee at its first meeting.

Section 8. The Employee Benefits Committee members shall:

8.1 be elected from this association for three years, one member each year; the member of this committee with the greatest seniority on the committee shall become its chairperson and shall serve in that term of office as a member of the Executive Board of this association. The chairperson shall serve as a member of the Master Agreement/Negotiations Committee.

8.2 review and report all employees benefits information to the Executive Board of this association and to the faculty of the College of the Sequoias.

Section 9: The Grievance Committee shall:

9.1 be composed of the past president, President-Elect and a Presidential appointee with Executive Board approval of this association; its chairperson shall be the past President of this association if the impaneled committee is acceptable to the grieving party.

9.2 promote understanding and practice of professional conduct and democratic procedures as outlined in the Code of Ethics for California Teachers.

9.3 arrange and schedule association liaison with the Trustees and the Administration of the College of the Sequoias, especially in consideration of the policies and procedures affecting morale of the professional staff.

9.4 work with the Trustees and the Administration of the College of Sequoias in preparing codes of personnel procedures.

9.5 represent the teaching profession in the enforcement and interpretation of personnel procedures.

9.6 work toward the professional growth of the membership of this association.
Section 10. The Social Committee shall plan the social activities of this association as directed by the Executive Board of this association.

Section 11. The Hospitality Committee shall provide appropriate remembrances for marriages, births, illnesses, and deaths in accordance with established policy.

Section 12. The Retirement Committee shall be responsible to report State Teachers Retirement System (STRS) information to the Executive Board of this association.

Section 13. The Master Agreement / Negotiations Committee shall be responsible to negotiate the faculty negotiable proposals which shall form the Master Agreement, a binding document of policies dealing with employer-employee performance obligations, between the College of the Sequoias Community College District and each certificated faculty employed by the College of the Sequoias Community College District.

13.1 College of the Sequoias Teachers Association (COSTA) procedural flow chart to implement proposals for the continuing revision and development of the Master Agreement: (Flow chart is on page 13)

13.2 Individual faculty members and divisions may present items to the Master Agreement / Negotiations Committee. (MA/NC)

13.3 The Master Agreement / Negotiations Committee shall collect, organize, prioritize, and present items to the divisions.

13.4 The divisions shall review MA/NC priorities and arrangements and suggest revisions. Theses items will then be returned to the MA/NC.

13.5 The Master Agreement / Negotiations Committee shall develop negotiable proposals and them to the membership of this association.

13.6 The membership of this association shall discuss and vote on the proposals and present them to the Master Agreement / Negotiations Committee.

13.7 The Master Agreement / Negotiations Committee and the College of the Sequoias Community College District shall negotiate the proposals to become the new Master Agreement.

13.8 The new Master Agreement shall be presented to the Editing Committee to finally prepare the language of the Master Agreement for ratification.
A ratification vote shall be taken after the presentation of the tentative contract agreement to the COSTA membership. The ratification vote shall not be sooner than 3 working days after proposed contract presentation. In keeping with the Master Agreement, all action must take place within 10 days of the signing of the tentative agreement.

The final draft of the Master Agreement upon ratification shall be presented to the College of the Sequoias Community College District for printing.

ARTICLE VI- Meetings

Section 1. The Executive Board of this association shall meet on one of the first three Wednesdays of a given month as scheduled by the President of this association with the approval of its Executive Board at the first Executive Board meeting of the school year.

Section 2. Regular meetings of this association may be held on a Wednesday following the regular meeting of the Board of Trustees of the College of the Sequoias Community College District, as determined by the President of this association in cooperation with its Executive Board.

Section 3. Special Meetings

3.1 Special meetings of this association, its Executive Board, and its standing and special committees may be called by the President of this association or by a majority of its Executive Board.

3.2 Special meetings of this association may be called for a specific purpose upon petition of ten members of this association.

3.3 No business other than that for which special meetings are called may be transacted at such special meetings.

Section 4. The date, time, and place of all meetings of this association shall be announced to all of its members.

Section 5. COSTA members who are unable to vote at a meeting due to a class assignment or school related business may select a person to vote for them by proxy on issues dealing with the Master Contract. This proxy vote must be requested in writing from the COSTA president at least 24 hours prior to the meeting. The written document must state who is requesting the vote, who the proxy voter will be, and what the school business is that prevents attendance at the meeting.

ARTICLE VII- Order of Business
Section 1. The following shall be the order of business for all regular meeting of this association, unless changed for a particular meeting by a vote of its Executive Board, or by a 2/3- vote of those present at the association meeting.

1.1 Call to order.

1.2 Reading, correction, and adoption of minutes of the previous association meeting.

1.3 Reading of correspondence coming to this association.

1.4 Report of the association Treasure.

1.5 Report of any association committees.

1.6 Unfinished association business.

1.7 New association business.

1.8 Association program.

1.9 Adjournment of association meeting.

ARTICLE VIII- Parliamentary Procedure

Section 1. Roberts Rules of Order, revised, shall be the authority on parliamentary procedure for both general and special meetings of this association, and those of its Executive Board.

*Amended and Adopted March 1988.*