

**SANTA ROSA JUNIOR COLLEGE  
ALL FACULTY ASSOCIATION  
BYLAWS**

**ARTICLE I. MEMBERSHIP**

- Section 1: Membership in the **Santa Rosa Junior College All Faculty Association** (herein called **Association**) becomes effective upon submittal of a completed membership application form by the **Association** member (herein called **Member**).
- Section 2: Upon appointment to a supervisory/management position, a **Member** shall be automatically terminated from membership, and a prorated refund of special assessments shall be made.
- Section 3: In regard to dues and/or special assessments, each **Member** concerned with a financial hardship may appeal in writing to the **Association** for relief.
- Section 4: Membership will automatically be continued through summer for **Members** during the preceding spring term.
- Section 5: Non-member faculty may opt to pay a service fee as a Voluntary Service Fee Payer which becomes effective upon completion of a Voluntary Service Fee Deduction form.

**ARTICLE II. EXECUTIVE COUNCIL**

- Section 1: The All Faculty Association Executive Council (herein called **Council**) shall be composed of AFA **Members** (each herein called **Councilor**) in accordance with the provisions of ARTICLE IV, Section 2 of the **CONSTITUTION**.
- Section 2: Elections for **Council**:
- A. In even-numbered calendar years, an election for five regular, probationary, or temporary faculty seats and four adjunct faculty seats shall be held. In odd-numbered calendar years, an election for six regular, probationary, or temporary faculty seats and four adjunct faculty seats shall be held.
  - B. **Council** elections shall be held and completed by the first **Council** meeting in March of each year. Those elected shall take their seats at the beginning of the Fall semester.
  - C. A **Member** is eligible to run for election and serve on the **Council** if they have continuous membership for the past five months and have either offer rights (as defined in Article 16 of the AFA/District Contract) or an instructional/allied assignment.
  - D. In the event that a seat is not contested, a **Member** with continuous membership for the past five months may be appointed to the **Council** by two-thirds vote of the entire **Council**. Following this appointment, the **Council** will notify all **Members** of the appointment in a timely manner.
- Section 3: The term of each **Council** seat shall be two years.
- Section 4: The **Council** shall maintain written policies. Policies must be approved by either of the following two methods.
- A. A policy may be proposed at a regular **Council** meeting and approved by a majority vote at a subsequent **Council** meeting.
  - B. A policy may be proposed and approved by a two-thirds vote of the entire **Council** at any **Council** meeting.
- Section 5: The **Council** shall determine a policy defining the duties of **Councilors**.
- Section 6: **Council** Seat Vacancy:
- A. A seat is considered vacant if:
    1. The **Member** who serves in that seat submits a written resignation,
    2. The **Member** who serves in that seat takes continuous leave from the College for more than one semester,
    3. The **Member** who serves in that seat is absent from three or more **Council** meetings in

one semester without approval by two-thirds vote of the entire **Council**, or

4. The **Member** who serves in that seat is recalled for just cause by two-thirds vote of the entire **Council**, or
5. No eligible **Member** serves in that seat, except as described in ARTICLE II, Section 6.

B. Filling a vacant seat:

1. If a seat is vacant, the **Council** shall notify all **Members** of the vacancy and solicit interest in filling the position.
2. The **Council** may fill a vacant seat by either of the following methods.
  - a. The **Council**, by two-thirds vote of the entire **Council**, may appoint an eligible **Member**. This appointment shall end when the term of that seat expires.
  - b. The **Council**, by two-thirds vote of the entire **Council**, may call a special election of the membership. The **Council** shall determine the terms of the nomination and election procedure.
3. The Council shall notify **Members** of either the appointment or the election results in a timely manner.

- C. If a **Councilor** is on approved leave from the College of up to one semester, an eligible **Member** may be appointed to the seat for the duration of the leave by two-thirds vote of the entire **Council**.

Section 7: Any **Member** serving in a designated adjunct faculty seat who accepts a temporary faculty assignment specifically for two semesters or less may continue to serve in that seat for the duration of the term.

### ARTICLE III. OFFICERS AND APPOINTED POSITIONS

Section 1: The President, Vice-President for the Santa Rosa Campus, Vice-President for the Petaluma Campus, and Secretary/Treasurer shall be elected from the **Councilors**, and the Conciliation/Grievance Officer and Chief Negotiating Officer shall be elected from the **Members** (each herein called **Officer**).

Section 2: Election of **Officers**:

- A. The **Council** shall determine a policy for electing **Officers**.
- B. The President must serve as a **Councilor**, as an **Officer**, or as a **Negotiator** (as defined in ARTICLE IV) for at least one year directly prior to the term of office.
- C. The President shall be ineligible to be elected as Chief Negotiating Officer.
- D. The President, Vice-President for the Santa Rosa Campus, Vice-President for the Petaluma Campus, and Secretary/Treasurer must serve as **Councilors** for duration of their terms.

Section 3: Terms of Office

- A. The first terms of the President and Chief Negotiating Officer shall be two years, and their subsequent terms shall be one year.
- B. The terms of all other **Officer** positions shall be one year.
- C. There is no limit on the number of consecutive terms of office served by one **Officer**.

Section 4: The **Council** shall determine a policy defining the duties of each **Officer**.

Section 5: **Officer** Vacancies:

- A. An **Officer** position shall be considered vacant if the **Member** who serves in that position:
  1. Submits a written resignation,
  2. Is no longer eligible for that position,
  3. Takes continuous leave from the College for more than one semester, or
  4. Is recalled from his/her position by a two-thirds vote of the entire **Council** at a regular meeting.

- B. The Council shall determine a policy for appointing a **Member** to a vacant **Officer** position.
- C. If an **Officer** is on approved leave from the College of up to one semester, an eligible member may be appointed to that position for the duration of the leave by plurality vote of the **Council**.

Section 6: **Officers** shall receive reassigned time or other compensation as determined by the **Council**.

Section 7: Other appointed positions of the **Association**:

- A. The **Council** may approve other appointed positions of the **Association** by two-thirds vote of the entire **Council**.
- B. The **Council** shall determine a policy for elections of these positions.
- C. The conditions for considering any appointed position vacant and the procedures for filling that vacancy shall be the same as for Officers as described in ARTICLE III Section 5.
- D. The **Council** may approve reassigned time or compensation for these positions.
- E. Any **Member** is eligible for these positions.
- F. The term for each of these positions shall be one year.
- G. There is no limit on the number of consecutive terms of office served by one **Member**.

#### **ARTICLE IV. NEGOTIATIONS TEAM**

Section 1: Six **Members** shall serve on the Negotiations Team (each herein called **Negotiator**). At least two **Negotiators** shall be adjunct faculty **Members**. The positions of the Negotiations Team shall be:

- A. Chief Negotiating Officer (ex officio)
- B. President (ex officio)
- C. Data Analyst (elected by **Council**)
- D. Note Taker (elected by **Council**)
- E. At-large **Negotiators** (elected by **Council**)

Section 2: Elections of Data Analyst, Note Taker and At-large **Negotiators**:

- A. The **Council** shall determine a policy for electing Data Analyst, Note Taker and At-large **Negotiators**.
- B. Any **Member** may be nominated for these elected **Negotiator** positions. A **Member** may serve in more than one Negotiator position.
- C. The Data Analyst, Note Taker and At-large **Negotiators** shall serve terms of one year.

Section 4: The duties assigned to the positions of the Negotiations Team shall be determined by the Negotiations Team, and approved as a policy by the **Council**. The duties shall include regular attendance at **Council** meetings.

Section 5: The conditions for considering a **Negotiator** position vacant and the procedures for filling that vacancy shall be the same as for Officers as described in ARTICLE III Section 5. The Council shall not make an appointment that results in five regular faculty **Members** being on the Negotiations Team.

Section 6: **Negotiators** shall receive reassigned time or other compensation as approved by the **Council**.

#### **ARTICLE V. COUNCIL MEETINGS**

Section 1: The **Council** shall hold regular meetings the second and fourth Wednesday of each month during the Fall and Spring semesters. A regular meeting may be canceled or rescheduled by either vote of the **Council** or by unanimous decision of the President and Vice-Presidents.

Section 2: A special meeting of the **Council** may be called by the President, by a Vice-President, or by three **Councilors**. Notice of time and place of a special meeting of the **Council** shall be given at least twelve hours in advance by the Secretary/Treasurer.

Section 3: At regular and special **Council** meetings, a quorum shall be not less than 50 percent of the **Council** membership.

Section 4: **Members** are welcome to attend all **Council** meetings, and will be notified of their regular schedule. **Members** will also be notified of any special meetings called under the terms of the **CONSTITUTION**.

Section 5: Meetings shall be conducted according to Robert's Rules of Order.

## **ARTICLE VI. ASSOCIATION COMMITTEES**

Section 1: Standing Committees:

- A. The **Council** by policy shall establish Standing Committees.
- B. The Council shall appoint only **Members** to Standing Committees.
- C. At least one member of each Standing Committee shall be a **Councilor, Officer, or Negotiator**.
- D. Standing Committees will submit reports to the **Council** on a regular basis.
- E. The **Council** may remove any member of a Standing Committee.
- F. All Standing Committee actions are subject to approval by the **Council**.

Section 2: Ad Hoc Committees:

- A. Ad Hoc Committees may be initiated, continued, or terminated by a two-thirds vote of the **Council**.
- B. On June 30 of each year, each Ad Hoc Committee automatically shall be terminated unless it is continued by a two-thirds vote of the entire **Council**.
- C. Bylaws governing Standing Committees shall apply to Ad Hoc Committees where applicable.

## **ARTICLE VII. DISTRICT-WIDE COMMITTEES**

Section 1: The **Council** shall appoint to those standing and ad hoc District-wide committees on which AFA has been assigned seats through shared governance.

Section 2: Appointment Process

- A. The Council shall appoint only **Members** to District-wide committees.
- B. **Councilors** will be advised of the availability of committee appointments each year, and they will have first priority for consideration in committee appointments.

Section 3: The **Council** may request **Members** appointed to these committees to make reports to the **Council**.

## **ARTICLE VIII. CHANGES TO BYLAWS**

Section 1: Changes to these Bylaws shall be made in accordance with the provisions of ARTICLE IV, Section 3 of the **CONSTITUTION**.

Section 2: Any portion of these Bylaws may be suspended for a designated time period by a two-thirds vote of the **Council**. Any suspension of Bylaws in place on June 30 of each year shall be terminated on that date.

Section 3: The Executive Council of the Santa Rosa Junior College All Faculty Association Inc., by a two-thirds vote, 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 IV, Section 3 of the **CONSTITUTION**.