

CLARK COLLEGE AHE BYLAWS  
rev. June 13, 2008

*Article I - Preamble and Membership*

Section 1 - Preamble

The name of this organization shall be Clark College Association for Higher Education. CCAHE will maintain active affiliation with the Riverside UniServe Council or its successor council, with the Washington Education Association and with the national organization, National Education Association, and as such, has a general mission promoting and supporting the cause of education at the local, state, and national level.

Section 2 - Membership

Membership in the Clark College Association for Higher Education (hereinafter referred to as CCAHE) is open to full and part-time faculty at Clark College, including teachers, counselors, and librarians. WEA rules require unified membership in the WEA and NEA as a condition of membership in the local unit. The CCAHE membership shall meet in a general membership meeting at least once in the Fall, Winter, and Spring quarters. Non-members, on occasion, may be invited to these general meetings, provide that the Faculty Senate has so authorized. Under special circumstances and with authorization by the Senate, non-members may be allowed to participate in discussion. Only AHE members, however, may vote in these general meetings. In addition, Senators from time to time may convene their constituents in unit meetings to disseminate information, seek input, and/or hold an election for the position of Senator from that unit.

Section 3 - Purpose

The purpose of CCAHE shall be to promote high professional standards; to work for the welfare of the college; to represent faculty when participating in establishing college policies and procedures; to promote and protect professional and ethical influence in the governance and operation of the college; to meet, confer, and bargain with the college Board, their designees and administrators; to serve as an advocate on behalf of members of the bargaining unit; to promote and protect faculty/employee, professional and managerial rights and responsibilities; to seek the fulfillment of democratic principles and due process; and to carry out other aims and objectives which the Association may adopt.

*Article II - Organizational Structure*

Section 1 - Officers, Elected and Appointed

The general membership of CCAHE will elect a President and Vice President. The President and Vice President must be tenured faculty members. A Secretary and a Treasurer will be appointed by the President and ratified by the Senate. The Secretary and Treasurer positions may

be held concurrently by the same person. Only current dues paying members may fill any of these positions.

## Section 2 - The Senate

Members of the Senate will be elected by their individual units. The number of Senators elected will be based on the number of dues paying members in their particular unit. The term will be for two years but Senators may be re-elected for an indefinite number of terms.

As called by the President, the Senate shall meet one or more times each month of the regular academic year. Except in the event of an emergency, at least three working days of advance notification is to be given of the calling of a Senate meeting, and a written agenda is to be distributed no later than the working day immediately prior to the Senate meeting. At a Senate meeting a quorum sufficient to conduct business shall consist of the President or Vice President and 50% of the Senators. The duties of the Senate shall include, but not be limited to: determining negotiation issues and topics to be taken up with the Administration; providing input from their constituents regarding matters of concern; serving as a conduit for information back to their constituents; advising and counseling the CCAHE President, nominating candidates for the office of President and Vice President.

## Section 3 - Duties of the President

Regularly convene and preside over meetings of the Senate. Set the agenda for Senate meetings and the regular (and other) general assemblies of the CCAHE members. The President shall vote only to break a tie.

Meet at least monthly with the Vice-President of Instruction and the College President to discuss matters of mutual administrative-faculty concern and report back to the Senate.

Collaborate with Vice-President of Instruction to ensure faculty representation on college committees and present proposed committee appointments to the Senate for approval.

Attend meetings of the Board of Trustees and other meetings as appropriate to represent the interests of CCAHE and the faculty at large.

Assist in the resolution of faculty grievances or disputes, and attend meetings of Administrators or other college representatives participating in such matters.

The President shall act as Chair of the CCAHE Negotiating Team and will regularly inform the Senate about agreements reached in negotiation sessions.

Publicize meetings of relevant organizations and union workshops and encourage members to serve as representatives of CCAHE at such functions.

In assigned meetings and negotiation sessions, the AHE President will strive to represent the interests and priorities of all AHE faculty, not only faculty in a specific department or program.

#### Section 4 - Duties of the Vice President

The Vice-President shall serve as a voting member of the Senate and carry out the duties delegated by the President.

The Vice-President will conduct Senate meetings in the absence of the President.

The Vice-President will act as the Membership Coordinator of CCAHE, initiating a membership campaign in the fall of each year. As Membership Coordinator an up to date list of members shall be maintained. Additions and deletions to the membership list will be communicated to the President and the Secretary.

The yearly dues of the Vice President will be paid by the membership of the union.

#### Section 5 - Duties of the Secretary

The CCAHE Secretary, unless serving as a duly elected Senator, is a non-voting, paid ex officio member of the Senate. The Secretary's CCAHE membership dues will be payment for services rendered.

The Secretary shall take minutes of all meetings of the CCAHE Senate and of general assemblies of the CCAHE membership. The person filling the position is appointed by the President and ratified by the Senate.

#### Section 6 - Duties of the Treasurer

The CCAHE Treasurer is appointed by the President and ratified by the Senate. The Treasurer may or may not be a member of the Senate, but must be a member of CCAHE.

The Treasurer will keep all financial records of the local body and be responsible for paying any expenses authorized by the Senate.

The Treasurer will submit financial reports as requested by the Senate.

### *Article III - Election of Senators and Officers*

#### Section 1 -Election of Senators

For purposes of electing Senators for AHE , the recognized academic units of Clark College are: Business and Technology; Math, Physical Sciences, and Engineering; Basic Education, English, Communication Studies, and Humanities; Health, Life Science and Physical Education; Social Science and Fine Arts; and two additional groups: Counselors and Librarians, Adjunct Faculty. These seven units will elect representatives to serve in the AHE Senate.

Senators are elected to staggered two-year terms by the AHE members in their respective units. Each unit is accorded one Senator for up to ten AHE members, two Senators for eleven to seventeen AHE members, and three Senators for eighteen or more AHE members. Each Senate may, at its option, appoint not to exceed two "Senators at Large" for one-year terms concurrent with the term (September to June) of that Senate.

Elections for Senators will be coordinated by the AHE President and will be held in each unit, as called for, during the early part of Spring Quarter. Senators will begin their terms the first week of September. Should a Senate position become vacant in mid-term, the AHE President will coordinate, usually through the outgoing Senator, the unit's special election of a qualified person to fill the remainder of the term. In all instances, candidates for the position of Senator must be members of AHE, and only AHE members are eligible to vote for their Senator.

All units will elect their Senator(s), at which time Senators previously chosen to represent that unit will lose their Senate tenure unless re-elected to serve. The following units will elect Senators in the spring of odd numbered years: Math, Physical Sciences, and Engineering; Basic Education, English, Communication Studies, and Humanities; Social Sciences and Fine Arts; Adjunct Faculty. The following units will elect Senators in the spring of even numbered years: Business and Technology; Health, Life Science and Physical Education; Counselors and Librarians; Adjunct Faculty.

## Section 2 - The President and Vice President

The terms of the President and Vice President shall be two years starting the first week in September. Either or both officers may choose to serve for only one year by notifying the Senate by March 15<sup>th</sup> of the first year.

The outgoing President may run for Vice President serving in the next year. That is, the current President may run to serve after the current Vice President's term expires. The same person cannot fill the President and Vice President positions simultaneously. There shall be no limit to the number of terms an AHE member is eligible to serve as President. An outgoing President may also serve as a Senator, if elected by the unit.

If, for any reason, the office of Vice President becomes vacant, the Senate shall appoint a Vice President from among the CCAHE membership. That appointee shall serve out the remainder of the two-year term, unless the President gives or has given notice of intent to resign at the end of one year, in which case the term of the appointee shall be the remainder of the one year.

A. If, for any reason, the office of President becomes vacant, the Vice President shall become President for the remainder of the two-year term. The office of Vice President will then be filled in accordance with Paragraph 3 of this section. But if the Vice President at the time of the vacancy is already an appointee, that person shall not become President, but shall call for emergency nominations and elections as soon as possible. The appointee shall be eligible to run for either the office of President or the office of Vice President at the special election.

B. If such a special election take place in the Fall or Winter Quarters, the officers' terms shall be considered to have begun the previous September. If the special election take place in the Spring Quarter, the officers' terms shall be considered to begin in the following September.

### Section 3 - Balloting

During normal succession of office, nominations for the new President and/or Vice President will be made by the Senate by the last week of winter Quarter. The election will be conducted by the Elections Committee, comprised of the Secretary and two other members appointed by the Senate. The Elections Committee will conduct the election by secret ballot at the first full membership meeting of the CCAHE in the spring quarter.

Ballots printed with names of the nominees will be distributed. Nominations may also be made from the floor of the CCAHE membership meeting. Ballots will be collected and held for counting until absentee ballots are also collected. People unable to attend the election meeting, may obtain absentee ballots from one of two designated senators. The final tally will be done one week from the date of the CCAHE full membership election meeting. Two assigned Senators will count the ballots and report the results at the next Senate meeting. A simple majority vote is required for election. In case of a tie, the same procedure will be repeated with ballots printed and distributed by campus mail to CCAHE members.

## *Article IV - The CCAHE Negotiating Team*

### Section 1

There shall be up to five members of the CCAHE Negotiating Team responsible for ongoing negotiations: the President and other AHE members selected by the Senate. A Riverside UniServe Representative may also be a member of the negotiating team. In addition, as warranted, the CCAHE President may nominate to the Senate for confirmation a special negotiating team to undertake a major special project.

### Section 2

The duties and responsibilities of the CCAHE Negotiating Team shall consist of the following:

Meet regularly with the counterpart team appointed by and representing the Clark College Board of Trustees.

Receive negotiation issues from the Board's team and communicate them to the Senate for information, advice, and appropriate action.

Receive negotiation issues from the Senate membership to carry to the Board's team of negotiators.

Advise the Senate regularly on the progress of negotiations and also on potential negotiation issues.

Meet regularly with the Senate to communicate progress and to discuss the strategy and tactics of negotiations.

Meet and coordinate with the local Uniserv rep assigned to CCAHE concerning negotiations priorities, strategies and issues.

Proposed changes to the faculty agreement generated by the CCAHE team and the Administration team in negotiation sessions will be presented to the Senate. Any proposed changes to the faculty agreement must be approved by a majority of the Senate before they are presented to AHE faculty for ratification.

### *Article V - CCAHE Committees*

#### Section 1

The President in coordination with the Senate may create permanent or ad hoc committees as needed. Participants of such committees must be CCAHE members.

One such committee shall be a grievance committee, to oversee and expedite the grievance process.

#### Section 2

The following committees shall be permanent:

##### A. Executive Committee

i. Composition: CCAHE Senate President, Vice President, Secretary, Treasurer, and an Adjunct Senator.

ii. Charge: to organize union events, collect data, facilitate Senate matters.

##### B. Political Action Committee

i. Composition: CCAHE Senate President, 3 or 4 other Senators or members.

ii. Charge: to establish and maintain communication and networking with WEA, WEPA, legislative representatives, other local politicians, and the media to ensure wide dissemination and a fair hearing of CCAHE political concerns.

##### C. Grievance Committee

- i. Composition: CCAHE Senate President, WEA representative, and at least 2 other Senators. Members must be capable of and willing to commit to complete confidentiality.
- ii. Charge: to investigate possible violations of the contract and to represent grieving faculty.

### Section 3

The terms of the members of the committees in Section 2 shall be two years. The terms of committee members other than Senate officers (if more than one) shall be staggered. To determine the rotation, the members who are not Senate officers shall draw straws when the committee is constituted.

## *Article VI - Procedures*

### Section 1

The CCAHE officially adopts Robert's Rules of Order for Senate and General Meetings.

### Section 2

The President may appoint a qualified parliamentarian to rule on matters of procedure.

### Section 3

Membership dues will normally be paid by payroll deduction. Dues for the national and state affiliation are determined by those bodies. CCAHE will determine its local dues. In order for local dues to be increased, the Senate by 2/3 majority should approve the increase. The proposed increase will then be referred to the general membership for approval. Dues will be increased with a 2/3 majority approval.

## *Article VII - Amendment of Bylaws*

### Section 1

These bylaws may be amended by a 2/3 vote of the Senate followed by a simple majority vote of the membership present at a properly called general membership meeting for which an agenda and a copy of the proposed changes have been distributed to the membership at least three working days prior to the meeting.

### Section 2

These bylaws will be reviewed every four years by a subcommittee appointed by the President.

The committee will recommend to the Senate any revisions deemed appropriate and necessary. The Senate, with a majority vote, may choose to follow the amendment procedure outlined in Section 1.