

**ASSOCIATION OF CLASSIFIED EMPLOYEES OF  
UMPQUA COMMUNITY COLLEGE (ACEUCC)**

**CONSTITUTION & BYLAWS**

**ARTICLE I – NAME AND OBJECTIVES**

Section A: Name:

The name of this organization shall be the Association of Classified Employees of Umpqua Community College (ACEUCC), and it is an affiliate of Oregon Education Association and the National Education Association (OEA/NEA).

Section B: The objectives of this organization shall be:

1. To represent the classified staff in all matters bargainable under Oregon Law.
2. To participate in the formulation of institutional policies affecting the operation of the College;
3. To participate in the formulation of personnel policies affecting conditions of employment;
4. To represent the classified staff in the processing of grievances and to defend them in cases involving violations of professional or personal rights and/or academic freedom, and any other issue bargainable under Oregon Revised Statutes; (ORS 243.650)
5. To represent the classified staff in their employment relations with their public employers to:
  - a. Promote the growth, improvement, and welfare of the College and its classified staff.
  - b. Provide a medium for classified staff interaction and communication, and for the development of proposals and recommendations in areas of action that are consistent with the professional responsibilities and interests of the College and the members of the Association.
  - c. Foster high standards of professional ethics, promote high morale, and encourage good fellowship among the members of the College staff.
6. To promote professional growth;

7. To coordinate with OEA Government Affairs Office on issues of legislative concern to community colleges.

## **ARTICLE II – MEMBERSHIP, DUES, AND CODE OF ETHICS**

- Section A: Membership in the ACEUCC shall be open to all current classified who work or are scheduled to work an average of 20 hours per week or more during three academic terms in a year.
- Section B: Any question that may arise concerning the eligibility of classified staff for membership in the Association shall be resolved by the Executive Committee.
- Section C: Membership in this Association shall be entirely voluntary for those eligible under the terms of this Constitution and its accompanying Bylaws. Fair share participation does not constitute membership in the Association.
- Section D: Membership in this Association is contingent upon membership in the OEA and NEA.
- Section E: Membership in this Association shall become effective upon payment of annual dues as provided for in this Constitution. Termination of membership shall be thirty (30) days after the separation date of the member's employment.
- Section F: Changes in local Association dues must be approved by a majority of the members who vote in the annual spring term election.
- Section G: Special assessments may be approved by a majority of the members who vote.
- Section H: The Code of ethics of this Association shall be the code of ethics of NEA.

## **ARTICLE III – AFFILIATION**

The ACEUCC shall be affiliated with Oregon Education Association (OEA) and the National Education Association (NEA).

## **ARTICLE IV – OFFICERS AND DUTIES**

- Section A: The officers of this Association shall consist of a president, a vice-president, a past-president (ex officio), a secretary, and a treasurer.
- Section B: The president, vice-president, secretary, and treasurer shall be elected by the membership bi-annually, and serve two year terms beginning July 1 of each year. The president and secretary will be elected in even numbered years, and the vice-president and treasurer will be elected in odd numbered years. Terms will be two years.
- Section C: Any association officer can run for consecutive terms.
- Section D: Except for the president, if a vacancy occurs on the Executive Committee that will last longer than three months, the Committee will request applications from the Association membership and appoint a temporary replacement from those who volunteer.
- Section E: With the exception of those affected by Section C above, all Association members in good standing shall be eligible for election as an officer of the Association.
- Section F: Duties of the officers of the Association shall be:
1. President: spokesperson for the Association; provide active and vital leadership for the Association; provide and encourage communication channels within the Association; uphold the Constitution and Bylaws of the Association; preside at all meetings of the Association, including the Executive Committee; represent the Association in meetings of the College Administration or Board of Directors; act as ex-officio member of all committees or appoint ex-officio member from the Executive Committee; serve as direct liaison with membership and People In Education (PIE) and make emergency appointments as needed subject to the approval of the Executive Committee within 20 working days.
  2. Vice President: perform all the duties of the President in the absence of the President; perform duties as assigned by the President and “shadow” the president in the performance of that person’s duties; be responsible for all Association election arrangements. Chair the Membership Committee.
  3. Secretary: be responsible for recording the official proceedings in all the meetings of the Association; receive current quarterly membership list and distribute to each Committee member; maintain and be responsible for all the records of the proceedings in the meetings of the Association; maintain current file reflecting the membership of the Association. Compile and

maintain the minutes of all Association meetings; attend to the proper announcement of meetings and elections; maintain the official effective Constitution and Bylaws of the Association; and perform such duties pertaining to Association correspondence as may be assigned by the President.

4. Treasurer: receive and deposit all moneys paid into the Association; conduct annual membership drive; promptly notify all members, particularly new members, of the need to pay dues in order to qualify as a member; make all disbursements of Association moneys in accordance with the Constitution and/or Bylaws of the Association; maintain complete records of receipts, deposits and disbursements of Association moneys; and prepare and/or present such financial reports as may be required by the Bylaws of the Association. To keep an accurate account of all money received and disbursed; to be responsible for all special collections authorized by the Association; to be authorized to pay all bills allowed by the Association and provide a quarterly financial report to the Executive Committee; present annual report at the last regular Association meeting; prepare budget documents for NEA, OEA, and other appropriate agencies.
5. Past-President: as an ex officio member, provide additional continuity to the Executive Committee; and assistance to the President when requested.

#### **ARTICLE V – EXECUTIVE COMMITTEE AND DUTIES**

Section A: The Executive Committee of this Association shall consist of the above-named officers plus members of the Labor Management Committee.

Section B: A quorum of the Executive Committee shall be a simple majority of the Committee members.

Section C: The duties of the Executive Committee shall be to:

1. Carry on the necessary business of the Association between regular and special meetings thereof.
2. Determine the place, date and hour of regular meetings of the Association and serve, or cause to be served, proper notice to the membership.
3. Appoint all chairpersons of standing committees by October 1.
4. Appoint such standing committees and special committees as may be required herein and/or as may be deemed necessary for the proper conduct of the affairs of the Association.
5. Appoint committee members of the Association to fill vacancies. Executive Committee members may be regular members of any committee.

6. Appoint representatives of the Association to conduct any liaison activities that may be deemed desirable and proper, except for liaison or representation that is specially provided for herein.
7. Grant prior approval to any Committee member intending to make any formal and/or public statement that may be construed as an official expression of the Association's position concerning political or controversial issues.
8. Hear and determine appeals from a grievant(s) when the Grievance Committee denies a grievance to proceed to arbitration.
9. Advise the negotiations committee on matters affecting contract negotiations.
10. Make appointments to fill vacancies in offices of the Association.

#### **ARTICLE VI – MEETING AND PARLIAMENTARY AUTHORITY**

Section A: The membership of the Association shall be convened in regular meetings a minimum of once per year in each regular academic calendar year.

Section B: No regular meeting of the Association shall convene unless the membership has been provided with written notification at least 24 hours prior to the time the meeting is to be convened.

Section C: Meetings over and above those required under the provisions of Section A of this Article shall be called by the President of the Association whenever:

1. The President deems them to be warranted.
2. A request signed by ten members seeking a special meeting is submitted to the President of the Association.

Section D: Voting shall be by members only. Voting shall take place at voting polls, by mail ballot, or at a regular or special meeting and verified with membership list.

Section E: A quorum shall consist of the members present at a duly notified and called meeting of the Association.

Section F: The rules contained in Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or Bylaws of the Association.

Section G: Executive Committee meetings shall be held once per month or at the discretion of the Executive Committee. Notification of meetings is the same as stated in Section B of this Article.

## **ARTICLE VII – STANDING COMMITTEES AND DUTIES**

Each committee shall be advisory and responsible to the Executive Committee and shall perform those functions assigned by the Executive Committee. The Executive Committee may furlough any or all of these committees.

Members of committees are selected according to Article IV, Section D. The chairperson of each standing committee shall assist as appropriate. The chairpersons and membership of all standing committees shall hold office for at least one year except as provided herein. Chairpersons and membership of the standing committees may be reappointed

Section A: Labor Management Committee:

1. Shall be composed of three members including the Association President. The other two members will be selected from the following: past president, association secretary, or negotiations committee member. One additional member will serve as on-call alternate to the committee should any regular member be unable to attend a specific meeting, or resign from the committee mid-term. The alternate would have the option of immediately filling the vacant position or remaining as the alternate, in which case a replacement regular member would then be chosen by the Association President.
2. Each committee member is appointed for a year-long term and may choose to serve multiple terms if requested by the Association President.
3. The three regular members serving on this committee will elect among themselves one member to serve as committee chair. The committee chair will provide an activity report to the membership body at regularly scheduled meetings of the Association.

Section B: The Negotiations Committee:

1. Shall be composed of at least five members, representing all major work group categories, appointed to serve for at least one year, or until a contract is ratified which they have negotiated.
2. Shall, as circumstances direct, undertake to gather information, conduct research, and prepare position statements concerning procedures, polices, and situations that are of legitimate concern to the membership of the Association.

3. Shall negotiate with the appointed representatives of the College Board of Directors a professional collective bargaining agreement based on the direction given by the membership of the Association.
4. Shall seek the assistance of the state and national educational associations in negotiating the professional collective bargaining agreement.
5. Shall keep the Executive Committee and the Association membership well informed of the progress and status during negotiations.
6. Shall be empowered to appoint subcommittees to work with specific areas that fall within the area of its assignment. Such assignments shall be:
  - a. Contingent upon approval of the Executive Committee
  - b. Drawn from the membership-at-large, for terms of at least one year; however, such subcommittees shall be chaired by a regular member of the Negotiation Committee.

Section C: The Grievance Committee:

1. Shall be composed of three to five appointed members, to serve for at least one year.
2. Shall become thoroughly familiar with the professional collective bargaining agreement and the Association's interpretation of each Article.
3. Shall serve as a resource for processing all grievances based on contractual violations, and
  - a. Will implement the grievance procedures provided for in the collective bargaining agreement;
  - b. Decide whether or not to proceed to arbitration on all grievances;
  - c. Provide for a due process hearing with the Executive Committee for any member(s) grievance that is not recommended for arbitration.
4. Shall keep the President informed and make regular reports to the Executive Committee.
5. Shall make recommendations to the Executive Committee regarding any questions of grievance processing through arbitration.

Section D: The Professional Development Committee:

1. Shall be composed of three members. Two members will be appointed by the Association President, and the third member will be appointed by the UCC President to serve for at least one year.
2. Committee chair will be selected from the two Association appointees.
3. May assist in planning staff workshops and other activities for improvement of classified staff;
4. Shall make recommendations regarding professional development opportunities and plans;
5. Shall keep the President informed and make regular reports to the Executive Committee.

Section E: The Membership Committee:

1. Shall be composed of members appointed by the Association Vice-President to serve for at least one year;
2. Shall work to develop full staff participation in the Association;
3. Shall be responsible for membership promotion;
4. Shall keep the President informed and make regular reports to the Executive Committee;
5. Shall be chaired by the Vice-President.

Section F: The Public Relations Committee:

1. Shall be composed of members appointed by the Association President to serve for at least one year.
2. Shall serve as a resource to the President and Executive Committee in publishing the Association's newsletter and any other official news releases on behalf of the Association.
3. Shall keep the President informed and make regular reports to the executive Committee.

Section G: The Political Action Committee (Uni-Serve Representative)

1. Shall be composed of members appointed by the Association President to serve for at least one year.



2. Shall keep the staff informed of educational legislation at the state and national level.
3. Shall become actively involved in local politics affecting the membership such as budget and Committee elections.
4. Shall keep the President informed and make regular reports to the Executive Committee.

Section H: Other Standing Committees:

1. May be created by the Executive Committee or by the membership of the Association acting in a regular or special meeting of the Association.
2. Shall, if they take over responsibilities assigned to preceding committee or subcommittee, be afforded full access to the work and findings of the preceding committee or subcommittee.
3. Shall keep the President informed and make regular reports to the Executive Committee.
4. Shall be subject to abolition by the Executive Committee.

## **ARTICLE VIII – SPECIAL TASK FORCES AND DUTIES**

Section A: Special task forces may be created by the Executive Committee or by the membership of the Association acting in a regular or special meeting of the Association. Such committees shall:

1. Be provided with clearly defined objectives by the authority that brings about their information.
2. Be staffed by appointments made by the Executive Committee.
3. If they assume responsibilities assigned to a preceding committee or subcommittee, be afforded full access to the work and findings of the preceding committee or subcommittee.
4. Shall be abolished upon completion of their charge.

## **ARTICLE IX – REPRESENTATION TO OTHER ACTIVITIES**

- Section A: The Association shall maintain relationships and liaison with other associations:
1. Through affiliation with OEA and NEA.
  2. Through the election of official delegates to OEA and NEA representative assemblies.
  3. Through participation in various professional and training conferences.

## **ARTICLE X – NOMINATIONS AND ELECTIONS**

- Section A: Elective offices of the Association shall be filled by voting of the membership at voting polls, by mail ballot or at a regular or special meeting.
- Section B: Elections shall be by secret ballot and ballots shall be counted and election outcome shall be announced directly following the voting process.
- Section C: Nominations for elective positions shall be:
1. Made by a nominating committee and, in addition, called for from the Association membership by mail and/or regular meeting.
  2. Presented to Association members by May 31 of each year.
- Section D: Elections shall be conducted prior to the last day of spring term of each year.

## **ARTICLE XI – FINANCES**

- Section A: The Association shall be financed through funds obtained from:
- Annual Dues: the amount shall be established each academic year by a majority of members attending the last Association meeting during the spring term.
1. Shall be payable fall term in accordance with directives from OEA.
  2. Shall be prorated for new staff members at winter and spring term.
  3. Special assessments may be made by a majority vote of the members attending a regularly scheduled meeting.

- Section B: Expenditures that fall clearly within the function of the Executive Committee may be approved by that Committee. Extraordinary and/or non-administrative expenditures will be subject to approval by a simple majority of members present and voting
- Section C: All moneys shall be deposited in a separate bank account and be expended only as authorized in Section B of this Article.
- Section D: The treasurer shall make an annual report at the last regularly scheduled meeting of spring term.

## **ARTICLE XII – RECALL**

Recall of any officer shall only occur upon 50% of the membership signing a petition requesting a special meeting for said purpose.

1. The said meeting shall be conducted by the Grievance Chair.
2. All parties will be allowed to speak.
3. A formal motion of recall must be made with a majority affirmative vote on the motion.
4. A time and a place for a secret ballot will be established upon a formal motion of recall and majority affirmative vote on the motion.
5. A recall will only occur if 50% plus one of total membership confirms the motion through the voting process. The recall will be effective the day after the confirming vote.

## **ARTICLE XIII – AMENDMENTS**

Proposed amendments to this Constitution may be introduced at any membership meeting by the Executive Committee or by a petition signed by twenty-five (25) percent of the membership and must be proposed in writing and announced to the members at least two full weeks before being voted upon.