

## Sierra College Faculty Association

### Standing Rules

#### Article I: Membership Rights

Membership rights are delineated in the SCFA By Laws.

#### Article II: Officers

Section 1. The elected Officers and Representative Council Members of the SCFA are:

Executive Board Members:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Representative Council Members:

1. Four (4) full-time constituent representatives
2. Four (4) part-time constituent representatives based upon full time dues equivalent (FDE)
3. The four Executive Board Members mentioned above

Section 2. Guiding Principles for Rules of Order in the Operations of the SCFA Executive Board.

Executive Board Members and Representative Council Members collectively represent all faculty and their duties are spelled out in the Bylaws. Individual board members recognize that their obligation is to work collaboratively with their elected colleagues in order to effectively represent the general faculty of Sierra College.

Fraudulent or unethical behavior on the part of SCFA Officers or Representative Council Members will not be tolerated. SCFA Officers and Representative Council Members share the responsibility, in the name of the greater membership, to hold their officer and Representative Council colleagues accountable for fraud or unethical behavior.

At least once each semester, the Executive Board shall lead the Representative Council through an examination of the accounting ledgers (check book, investments, planned budget compared with actuals-to-date of expenditures) such that the Officers and Representative Council Members can exercise their due diligence in the oversight of member dues and Association assets.

Section 3. The term of office for Executive Board Members and Representative Council Members are two (2) years as prescribed in the SCFA By Laws.

Section 4. The President/Secretary and Vice-president/Treasurer shall be elected in alternating years.

Section 5. The Appointments of the SCFA are:

1. The Chief Negotiator and Negotiations Team
2. The Dispute Resolutions Officer and Dispute Resolutions Team
3. The Communications Officer (Web Master)
4. The Elections Chair
5. Part-time Faculty Caucus Chair
6. Any other position as deemed necessary by the Executive Board or as recommended to the Executive Board by the Representative Council.

Section 6. Appointments shall be at the will and pleasure of the Executive Board, with no specified term of office.

Section 7. Appointed and elected position holders shall remain members in good standing of the SCFA.

Section 8. There shall be no limitation on the number of times an elected officer may be elected nor upon the number of times may an appointed officer be reappointed.

Section 9. All members of the Executive Board are required to utilize a private email account, separate from the Sierra College email or intranet system, for the purpose of communication between members.

### Article III: The Executive Board

Section 1. The President of SCFA shall be the presiding officer of the Executive Board.

Section 2. The Executive Board may remove from office, by majority vote, any SCFA officer for abandonment of office.

1. Abandonment shall be defined as absenteeism in excess of 50% of regularly scheduled Executive Board meetings within a 90 day period.
2. The filling of any vacancy will be by the general membership in an election, special or regular.

### Section 3. Appointments of the SCFA Executive Board

- A. The Communications Officer shall:
  1. Be responsible for the safekeeping of all permanent records of SCFA on the SCFA website;
  2. Update and maintain the SCFA website;
  3. Create an SCFA Newsletter when agreed upon by the Executive Board.
- B. The Elections Chair shall
  1. Ensure that all elections and ratification balloting are conducted according to the provisions of these bylaws and in accordance with the CTA guidelines for elections.

### Article IV: Standing Committees and Teams

Section 1. The standing committees/Teams of SCFA may include the Negotiations Team, the Dispute Resolution Team, the Membership Committee, and any other committees required by the contract then in force or established by the Executive Board.

Section 2. There shall be no limitation on the number of times that an appointed member of a committee may be reappointed or the number of committees on which a member shall serve.

### Article V: The Chief Dispute Resolutions Officer and Team

The dispute resolutions team shall be comprised of the Chief Dispute Resolution Officer and as many additional Dispute Team Members as the Executive Board deems necessary.

The Chief Dispute Resolutions Officer shall:

- A. Be appointed by the Executive Board.
- B. Serve as the initial contact for any faculty member(s) initiating a dispute and shall assist the disputing faculty member(s) through the appropriate process.
- C. Be responsible for being thoroughly knowledgeable about the current contract between SCFA and the Sierra College district.
- D. Make every reasonable effort to become familiar with rulings of the Public Employees Relations Board and other matters which could affect the contract between the faculty and the Sierra College district.
- E. Report promptly to the President all disputes initiated and provide ongoing regular reports to the Executive Board.

The Dispute Resolutions-team members shall

- A. Communicate regularly with the Dispute Resolutions chair any potential or current disputed requiring attention,
- B. Represent faculty as assigned by the Dispute Resolutions Chair, communicate, in general terms, the nature of current disputes requiring attention to the Executive Board of SCFA in closed session, communicate regularly with the SCFA President regarding every dispute currently requiring attention.

#### Article VI: The Negotiations Committee

Section 1. The purpose of the Negotiations Committee shall be to represent SCFA in contract negotiations with the Board of Trustees or its designees.

Section 2: When negotiations are in process, at least one member of the Negotiations Committee shall attend the regularly scheduled Executive Board meetings to provide information to and receive direction from the Executive Board regarding negotiations.

Section 3: The Membership of the Negotiations Committee shall be the Chief Negotiator, a full-time or a part-time SCFA member, and at least two additional members, one full-time and one part-time.

Section 4: The Negotiations Committee shall keep the Executive Board informed about the progress of negotiations and shall be directed by the Executive Board.

Section 5: The Negotiations Team shall have the ability to enter into MOUs or Sideletters with the Sierra College District on behalf of the Association's Membership to provide for greater and immediate flexibility to benefit the Association's Membership as long as the following criteria are met:

- A. The MOU/Sideletter is signed by the Chief Negotiator and the Sierra College Faculty Association President who shall be responsible for informing the Executive Board of the MOU/Sideletter; and
- B. Any MOUs/Sideletters that could change or amend contract language must be ratified by the general membership in the next regularly scheduled election.
- C. The Sierra College Faculty Association's recommendation shall be that the President of the Association should not serve on the Negotiations team with the exception of being invited as resource for specific topics.

#### Article VII: Release Time and Stipends

The Executive Board shall make recommendations to the Representative Council regarding release time and stipends for the Executive Board, Representative Council members and appointed positions. The Representative Council, in public session at regular meetings, shall approve the release time and/or stipends for

appointed and elected officers and committee members. The minutes, containing the positions and the amount of release time and/or stipends, shall be publicly posted as provided for in the By-laws.

Standard release time and/or stipends may be supplemented when the demands of the duties increase substantially, e.g. extended negotiations meetings, necessary Interest Based Bargaining training, etc. Supplements to release time and/or stipends shall be listed on the agenda, discussed in open session of Representative Council, and voted upon in open session.

#### Article VIII: Election and Recall

Section 1. Annual vacancies in elected offices of SCFA shall be filled by elections conducted during May of each year. Those persons elected during the regular May elections shall assume office on the last day of school in the spring semester in which they are elected.

- A. The Board will accept nominations of SCFA members for the vacated position(s) for 30 days prior to the election date.
- B. The nominee who receives a majority of the votes from the ballots cast shall assume the term of office.

Section 2. The President, Vice-President, and the Executive Board, when presented with a recall petition signed by 25% or greater of the faculty membership of both the full and part time sections separately, for each Executive Board or Representative Council member being recalled, shall prepare and conduct a recall election within 20 days of receipt.

Recalling an Executive board member(s) or Representative Council member requires:

- A. A recall petition signed by 25% or more of the faculty membership, both part-time and full-time, for each member that is being recalled.
- B. The petition is presented to the President, Vice-President, and the Executive Board.
- C. Upon receipt of the recall petition(s) a recall election will be prepared and held within 20 days of the receipt.

#### Recall election

- A. All members shall be eligible to vote in the recall of an Executive Board Member.
- B. Only that member's constituent faculty membership shall be eligible to vote in the recall of a Representative Council Member.
- C. If the recall vote of the Executive Board or Representative Council member is supported by a majority of the votes cast, the President, Vice-President or Representative Council member is recalled, and the position is vacated.

- D. If a majority is obtained, the Executive Board shall announce to the membership that the recall has passed. The Board will accept nominations for the vacated position(s) for 20 days after the recall has passed.
- E. The Board shall hold an election within 20 days of the close of the nomination period.
- F. The nominee who receives a majority of the votes from the ballots cast shall assume the remaining term of the recalled officer or member's position.

## Article IX: Compensation, Charitable Donations and Membership/Payer Dues

The SCFA Executive Board and Representative Council operate under two guiding values regarding compensation and charitable donations. First, work should be compensated. Second, the Executive Board and Representative Council carry the obligation of respecting membership dues and using those dues for the benefit of the membership and fee payers.

### Section 1: Meeting Compensation

Representative Council Members shall receive a stipend of \$50 per hour for attending the regular Executive Board meetings.

When it is necessary to call special meetings of the Representative Council in order to conduct Association business, Representative Council members shall be compensated similarly to the regularly scheduled Representative Council meetings.

Executive Board Members receiving reassigned time or stipend for the performance of their duties shall receive no additional meeting stipends for attending Executive Board or Representative Council meetings. Executive Board members not receiving reassigned time or stipend for the performance of their duties shall receive the same meeting stipend as Representative Council members mentioned above.

When it is necessary to call special meetings of the Representative Council in order to conduct Association business, Executive Board members shall be compensated similarly to the regularly scheduled Representative Council meetings.

Mileage Compensation: Mileage to and from SCFA meetings and retreats shall be compensated when requested at a rate in accordance with federal IRS standards. Officers and Representative Council Members may be compensated for travel when ten miles or greater roundtrip to and from campus when they drive to and from campus solely for the SCFA meeting. Officers and Representative Council Members who are at the Sierra College Rocklin Campus for work other than the SCFA meetings are not eligible for mileage compensation on that day.

### Section 2: Summer Compensation

At its final meeting during the spring semester, the SCFA Executive Board will consider requests from Executive Board Members and Representative Council members for summer compensation. Executive Board members shall carefully consider both a) work that must necessarily be performed during the summer and b) work that would be voluntarily performed during the summer. Examples of mandatory work during summer would include but not be limited to the President's attendance at College Trustee Meetings and Planning for the Part Time Faculty Caucus, etc. Examples of work that would be more voluntary for summertime completion would include but not be limited to updating the Bylaws for potential ratification during the regular semester and organization of a future semester membership project. All meetings of the Executive Board during the out-of-contract summer period shall be compensated similarly to the regularly scheduled Representative Council meeting rates; this includes both public meetings and retreats for planning.

Executive Board Members and Representative Council members making a request for summer compensation shall send a short description of the work to the President and Treasurer prior to the final spring meeting and the set of requests will be distributed for discussion. A recommendation regarding summer compensation requests shall be forwarded to the Representative Council for discussion and approval during open session at its final meeting during the spring semester. Only summer compensation requests that receive majority vote from the Representative Council shall be funded ahead of time. Tie votes that cannot be transcended will result in the work not being funded. The Executive Board may hear after-the-fact requests for summer compensation and make a recommendation to the Representative Council for potential approval at the first meeting during the fall semester. Any work completed without prior summer compensation approval may be potentially declined by the Representative Council and compensation should not be automatically assumed.

Board members or Representative Council members seeking after-the-fact compensation for unanticipated summer work shall send a short description of the work performed to the President and Treasurer to be included in the first Executive Board meeting in the fall. Consideration of compensation for these requests shall be recommended by the Executive Board to the Representative Council for potential approval and discussions shall take place in open session with opportunity for general membership participation at a regularly scheduled Representative Council meeting.

### Section 3: Training Compensation

Certain tasks performed by the Executive Board, Representative Council and Appointees of the Board have a significant impact on the well-being of the membership, and training for these tasks is crucial. When, for example, the Chief Negotiator or a Grievance Officer steps aside and is replaced by a new, inexperienced

Association member, individualized training becomes crucial. When such training becomes necessary, the Executive Board may consider and recommend to the Representative Council a training stipend for the trainer for the initial semester that the new member occupies the position. Requests for additional semester's training stipends may also be considered. Such training cannot exceed 50% of the actual position's compensation and shall not go beyond two semesters in duration. Such requests shall be listed in the Representative Council Agenda for general membership distribution as a "training stipend." Discussions shall take place in open session.

#### Section 4: Other Compensation

Specific functions receive pre-established and executive board affirmed release time or stipends, e.g. negotiations, grievance officer work. The general demands of these positions shall not receive additional compensation. However, periodically the demands placed on the persons fulfilling these functions becomes exorbitant. In these situations, individuals performing these functions may petition the executive board to recommend to the Representative Council the provision for additional compensation. Such requests shall be listed in the Representative Council Agenda and discussions shall take place in open session.

No policy on compensation can foresee all needs of the Executive Board or the Representative Council in its work for the general membership. Other requests for compensation are possible, shall be listed on an agenda with an appropriate descriptor, and shall be discussed in open session such that members of the Association may contribute to the discussion.

Mileage Compensation: Mileage to and from SCFA meetings and retreats shall be compensated when requested at a rate in accordance with federal IRS standards. Officers and Representative Council Members may be compensated for travel to and from campus when they drive to and from campus solely for the SCFA meeting. Officers and Representative Council Members who are at the Sierra College Rocklin Campus for work other than the SCFA meetings are not eligible for mileage compensation on that day.

#### Section 6: General Membership and Executive Board Membership CCA Delegate Conference Stipends

SCFA shall compensate General Membership, Executive Board members and Representative Council Members CCA conference attendance stipends under the following conditions:

- A. The member shall be approved to serve as a delegate, representing SCFA, at the CCA conference;



- B. The member shall attend each session of the CCA conference as reported by CCA to the President of SCFA after the conference has ended;
- C. The member shall provide an electronic review of the conference sessions attended to the SCFA Treasurer following the completion of the conference;
- D. The member shall complete the Conference Stipend form found on the SCFA website to the Treasurer of SCFA.
- E. Both the review and completed form shall be submitted within 30 days of the end of the conference.
- F. The member (general, Executive Board or Representative Board) is serves on the CCA Board and either does or does not serve SCFA as a delegate at the conference.

Under no conditions shall SCFA fund the stipend prior to the end of the conference attended.

#### Section 7: Payment of Stipends

Payments for regular semester stipends shall be made at a) the fourth and b) the final meetings of the semester. In the case of absence of the treasurer, payments shall be mailed on the day of the fourth meeting and on the day of the final meeting of the semester to the recipients' home addresses. Payments for summer work shall be mailed on the last day of each month to the recipients' home addresses. Stipends requested at the end of the summer break for work completed during the summer break, once approved, shall be paid with the first regular semester payout.

#### Section 8: Charitable Donations

Periodically the SCFA Executive Board receives requests for donations of SCFA funds. These requests typically support worthwhile causes. The SCFA Executive Board recognizes its responsibility to exercise due diligence in the expenditure of faculty dues. All requests for charitable donations must be made in advance to the Executive Board which will make a recommendation to either fund the request or to decline to fund the request, so that the request can be placed on a Representative Council Agenda and so that members can speak to this request. Deliberations over such requests will occur in open session of the Representative Council and Executive Board Members or Representative Council members who have an interest in the request shall recuse themselves from voting. The following values/considerations shall guide the Executive Board recommendation to Representative Council and the discussion of this recommendation at Representative Council:

- Will the funds be used for an SCFA event?
- Is the event facilitated by SCFA members or fee payers?
- Is the event primarily for SCFA member's or fee payers' benefit?

- Is the event directly related to SCFA interests?
- Will funding the event benefit the SCFA as a unit?

#### Section 9: Dues

In the event that the Executive Board determines that Membership/Fee Payer dues should be changed, the following conditions shall apply:

- A. Discussion regarding potential dues increases shall be listed as an Agenda item, clearly described, such that members/fees payers can attend the meeting to speak to the issue;
- B. Discussions regarding potential dues increases shall take place in open session;
- C. In the event that the decision is made to pursue an increase to member/payer dues, the President shall conduct two meetings for general membership questions and discussions, and the actual dues increase shall be voted upon by the SCFA membership.

#### Article X: Miscellaneous

Section 1: Unless otherwise required herein or in the SCFA By Laws, all polls, ballots, elections, and contract ratifications shall be decided by majority vote of members casting ballots, and all voting shall be conducted by secret ballot. Nothing in these Standing Rules shall prohibit SCFA from conducting polls of the entire faculty by secret ballot and using or reporting the results as appropriate.

Section 2: General meetings of SCFA shall be called for discussion and informational purposes only. While motions may be presented at such meetings, no official action may be taken without a secret ballot.

Section 3: The Executive Board may appoint members to district governance committees.

- A. Appointees shall be made from the SCFA general membership and shall be approved by a majority vote of the Executive Board.
- B. Appointees to governance committees shall report back to the Executive Board at the pleasure of the Board.

Section 4: The SCFA shall establish and maintain office space for the purpose of conducting SCFA business.

- A. The SCFA office space shall be equipped and staffed with any and all equipment or personnel deemed necessary by the Executive Board for the proper operation of the office;
- B. Expenses for equipment and staffing shall be borne by the SCFA as approved by a majority vote of the Executive Board.

Section 5. Requests to exceed the online load limit:

In order for a faculty member to exceed the on-line load limit, both the district and SCFA must grant approval. In considering a request to exceed the on-line load limit, the SCFA Executive Board must make a recommendation to the Representative Council. In order to grant the request, the Representative council which shall consider the following and approve by majority vote:

- A. Availability of qualified instructors
- B. Specialized Curriculum Needs
- C. Necessity of Offering this Course Online
- D. Special Circumstances of the Faculty Member
- E. Impact of this request on other Faculty Members in the Department, both full and part time.
- F. Does the request include a plan to address the circumstances requiring this exemption in the future?
- G. Any other circumstances that are unique to this request.

Section 6. The SCFA Executive Board and Representative Council may, by majority vote, elect to purchase dinner and drinks for meetings. The motion for such an expenditure should appear on an agenda, be discussed in open session of Representative Council for input from the general membership and be approved by majority vote.

Section 7. Declared National and Natural Disaster Emergency Procedures

- A. As the safety and health of our members is our highest priority, the Sierra College Faculty Association should approach governing during a declared national or natural disaster by following all governmental health directives and advisories, even if this causes disruption to how the Sierra College Faculty Association would ordinarily govern itself.
- B. If SCFA is operating under a government directive or advisory that limits the gathering of people to 10 or fewer, then meeting agendas should be reduced to items of urgency and importance, and all other items of business set aside until a regular in-person meeting can be held.
- C. The Sierra College Faculty Association Executive Board may change the standing rules governing meetings to allow for more flexibility during national and natural disasters. Examples include, but are not limited to, procedures governing the adoption of Memoranda of Understanding (MOUs) and/or side letters of agreement.

Section 8. These Standing Rules may be amended by a recommendation by the Executive Board and a subsequent majority vote of the SCFA Representative Council.

REV:

I certify that this document has been adopted by a vote of the SCFA Executive Board on

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Johnnie Terry, President

Date

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Paul Cooper, Vice-President

Date