

**PIMA COMMUNITY COLLEGE  
EDUCATION ASSOCIATION**

**CONSTITUTION**

ARTICLE I - Name

The name of this association shall be the Pima Community College Education Association.

ARTICLE II - Purposes

Section 1 - To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

Section 2 - To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as mark a profession.

Section 3 - To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave and other working conditions necessary to support teaching as a profession.

Section 4 - To enable faculty to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interest before the Board of Governors and other legal authorities.

Section 5 - To hold property and funds and to employ a staff for the attainment of these purposes.

ARTICLE III - Membership

Section 1 - Active members

a. Active membership in the Association shall be open to Pima County Community College Full-Time Regular Faculty currently employed at the college. Faculty who are in temporary acting positions can continue their active membership.

b. Active membership requires membership in the Arizona Education Association and the National Education Association.

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## Section 2 - Membership Year

The membership year shall be consistent with the membership year of the Arizona and National Education Associations.

## Section 3 - Rights of Membership

a. Active members enjoy all rights and privileges of the Association: protection, vote, and fellowship. They may serve as officers of the Association and are eligible for membership on all committees.

b. Each member shall be guaranteed "due process". No member shall be fined, suspended, expelled or otherwise disciplined except for non-payment of dues without being served with specific written charges and given full "due process" rights including an administrative hearing before the Executive Board.

## ARTICLE IV - Officers

The officers of the Association shall consist of a President, a Vice-President, a Secretary, a Treasurer and a Membership Coordinator.

## ARTICLE V - Executive Board

Section 1 - The Executive Board shall consist of the Officers of the Association, the immediate past President, the Division and Campus Representatives, the Election Coordinator, the Webmaster, the members of the Negotiating Committee, and the Data Analyst. The Election Coordinator, Webmaster, Data Analyst and members of the Negotiating Committee shall be non-voting members of the Board. The Executive Board shall be the executive authority of the Association, and it shall be the legislative and policy-forming body of the Association. A member occupying more than one voting position shall have only one vote.

Section 2 - The Executive Board shall have the power to employ a staff for the efficient management of the Association.

Section 3 - If an officer resigns or whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the bylaws, or when an officer is incapacitated, that office shall be declared vacant. A special

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election shall be held within sixty (60) days of such declared vacancy, and the elected members shall serve out the balance of the unexpired term of office, or the office may remain vacant. If the President position becomes vacant, the Vice-President shall become acting President until the position can be filled.

Section 4 - The Association shall guarantee the right to ethnic-minority representation on the Executive Board at least proportionate to its active ethnic-minority membership.

Section 5 - If at any time an office is vacant, the other members of the Executive Board will carry out the responsibilities of that office until such time as the position can be filled.

Section 6 - Any member of the Association who is not a member of the Executive Board may attend its meetings, shall sit apart from the voting body, but may receive permission to speak.

#### ARTICLE VI - Affiliation

The Association shall affiliate with the National Education Association under its rules and the Arizona Education Association under its rules.

#### Article VII - Amendments

Section 1 - Proposed amendments to this constitution shall be posted on the Association's Website. A minimum of thirty (30) days will be allowed for discussion before calling for a vote.

Section 2 - Voting can be conducted on-line or at a membership meeting. If conducted on-line, at least three (3) regular workdays will be allowed for voting.

Section 3 - Amendments must be approved by a 2/3 majority of the voting membership or by a 2/3 majority of the Executive Board.

## **BYLAWS**

### ARTICLE I - Meetings

#### Section 1 - Executive Board

a. The Executive Board shall only meet on call from the President or upon written request of three Board members.

b. Special meetings - Special meetings shall be held at the call of the President or upon written request of three Board members.

#### Section 2 - Membership

a. General Membership Meetings - General membership meetings shall be at the call of the President, upon written request of three Board members or upon written request of ten members. Business to come before any General membership meetings must be stated in the call which shall be distributed in writing to the membership.

b. Special Meetings - Special meetings shall be at the call of the President or upon written request to the Executive Board from five members. Business to come before special meetings must be stated in the call, which shall be sent in writing to each member.

### ARTICLE II - Quorum

A majority of the officers or a majority of the Executive Board members shall be a quorum for meetings of the Executive Board. Those members present at a committee meeting or general membership meeting shall constitute a quorum.

### ARTICLE III - Powers and Responsibilities of Officers

Section 1 - President - The President shall preside over meetings of the Executive Board, establish Association committees, appoint the chairpersons and members of Association committees, and shall be the executive officer of the Association. The President serves as the Chair of and Spokesperson for the Negotiating Committee and shall represent the Association in all negotiations with the Governing Board, Administration, or their representative(s). The President shall represent the Association before the public, either personally or through delegates, appoint Association representatives to College committees, and perform all other

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functions usually attributed to this office.

Section 2 - Vice-President - The Vice-President shall assist the President in the discharge of their duties and assumes any delegated duties. The Vice-President assumes all responsibilities of the President at times that the President cannot fulfill those responsibilities, and becomes Acting President in the case that the Presidency becomes vacant as provided in Article V, Section 3, of the Constitution.

Section 3 - Secretary - The Secretary shall keep minutes of all meetings of the Executive Board and general membership meetings. The Secretary shall serve as historian of the Association, maintaining the Association's records.

Section 4 - Treasurer - The Treasurer shall hold the funds of the Association and disburse them upon authorization or according to guidelines established by the Executive Board; shall be responsible for dues processing; shall maintain a roll of the members; shall keep accurate accounts of receipts and disbursements; and shall prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Association.

Section 5 - Membership Coordinator - The Membership Coordinator shall work with the Treasurer to maintain an accurate roll of the members; shall serve as liaison to the AEA regarding membership issues; shall inform new faculty members about the Association; shall provide materials and assistance to members in their efforts to recruit new members.

Section 6 - Terms and Succession

a. The officers shall serve for one year and may be re-elected.

b. Whenever the offices of both President and Vice-President shall become vacant between elections, except as provided in Article V, Section 3, of the Constitution, the remaining members of the Executive Board shall choose one of their number to serve as Acting President until the membership can fill the vacancies.

ARTICLE IV - Powers and Responsibilities of the Executive Board

Section 1 - The Executive Board shall be responsible for the

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management of the Association. It shall approve all expenditures, carry out established policies, report its transactions to the Association membership, and make new policies for the Association.

Section 2 - The Executive Board shall be responsible for representation of the Association in negotiating personnel policies with the governing Board for PCC. Within established policies, the Executive Board may make decisions binding the Association in these matters. The Executive Board may delegate this power.

Section 3 - The Executive Board shall set the dues for the Association, act on reports of committees, and approve resolutions and other policy statements. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and Division and Campus Representatives.

#### ARTICLE V - Division and Campus Representatives

Section 1 - The Association shall be represented at every campus and every division by one Representative. Representatives provide assistance to members and inform the President of problems and grievances.

Section 2 - Each campus shall elect one (1) Campus Representative at that campus. Each division shall elect one (1) Division Representative. An association member may serve as both a Division Representative and Campus Representative. Nominations and elections for Representatives shall take place simultaneously with elections of officers. The Membership Coordinator shall inform the Elections Committee Chair of the number of Campus Representatives to which each campus is entitled.

#### ARTICLE VI - Committees

Each year the President may appoint committees as may be necessary and shall discharge them upon completion of their duties.

ARTICLE VII - Web Master - Each year, the President shall appoint a Web Master who shall maintain an up-to-date website for the Association and assist in the maintenance of listservs and social media, as applicable.

## ARTICLE VIII - Elections

Section 1 - Elections Committee - The President of the Association shall appoint an Election Coordinator no later than March 1. The Election Coordinator shall form a committee by appointing no less than two other Association members. This Elections Committee will be responsible for carrying out the nomination and election of officers in a confidential and democratic manner.

Section 2 - Nominations - The Elections Committee shall organize the nomination of officers. The nomination period will last no less than 7 days and shall end by March 30. Only active members may submit nominations.

Section 3- Public Discussion Period - The Elections Committee, with assistance from the Web-Master, shall post on-line a sample ballot, no later than April 10. Actual balloting shall begin no sooner than seven days after this posting.

Section 4 - Balloting - The Elections Committee, with assistance from the Membership Coordinator and Web-Master, as necessary, shall conduct the election. Members shall vote for candidates by secret ballot in accordance with procedures developed by the elections committee and approved by the Executive Board. Balloting and counting will be completed and results posted to the Association website, no later than April 30.

Section 5 - The term of office begins September 1 and runs for one year.

Section 6 - If after elections there remain vacant positions these shall be filled by the new Executive Board after May 1 as delineated in Article V, Section 3 of the constitution.

## Article IX - Confidence / No Confidence Vote of an Administrator

If reasonable actions have been considered and, if appropriate, and have failed to resolve the problem(s), the Executive Board may decide that a Confidence/No Confidence Vote is warranted. At such time, the vote will occur subject to the following guidelines.

Section 1 - A ballot shall be prepared which shall include the name and position of the administrator, a summary of the circumstances that have led to the confidence/no confidence vote,

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and guidelines for submitting the ballot.

Section 2 - A ballot will be sent to all full-time regular faculty within the supervisory authority of the administrator. A ballot also will be delivered to the administrator for informational purposes.

Section 3 - Steps shall be taken to protect the anonymity of the voting Faculty. Faculty within the involved area will have 7 calendar days from the date the ballot was sent to consider and to return their completed ballots.

Section 4 - The votes will be counted by designated members of the Executive Board. A 'No Confidence' declaration requires at least two-thirds of the sent ballots be returned and at least two-thirds of the returned ballots must vote for no confidence.

Section 5 - The result of the vote will be released to the administrator in question, to the Faculty within the involved area, and to the public.

#### ARTICLE X - Authority

Robert's Rules of Order, Revised, shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaw and such standing rules as the general membership may adopt.

#### ARTICLE XI - Amendment

Section 1 - Proposed amendments to these Bylaws shall be posted on the Association's Website. A minimum of thirty (30) days will be allowed for discussion before calling for a vote.

Section 2 - Voting can be conducted on-line or at a membership meeting. If conducted on-line, at least three (3) regular workdays will be allowed for voting.

Section 3 - Amendments must be approved by a simple majority of the voting membership or by a simple majority of the Executive Board.