

**CLASSIFIED ASSOCIATION OF COCC**  
**BYLAWS**  
Revised May 2010

**ARTICLE I - OFFICERS' DUTIES**

**President:**

- Serve as the leader and advisor to the Association
- Call and preside at all Association meetings
- Serve as chair of the Executive Committee
- Appoint committee chairs and members with the approval of the Executive Committee
- Serve on the Negotiating Committee as a voting member
- Serve as an ex-officio member of all appointed Association committees, without vote (except in cases of a tie vote) as needed
- Serve as a member of the COCC College Affairs Committee
- with the Treasurer is authorized to co-sign all Association checks approved by the Executive Committee
- Perform such other duties as required by virtue of the office.

Release time is available for conducting Association business during regular shift hours. See Article III of Classified Collective Bargaining Agreement.

**Vice President for Business Affairs:**

- Assume the duties of the President in his or her absence, or when called upon by the President to do so
- Serve as chair of the Negotiating Committee as a voting member
- Sit as a member of the Negotiating Team
- Serve on other appointed committees as an ex-officio member without vote as needed
- with the Treasurer is authorized to co-sign all Association checks approved by the Executive Committee
- Assume such other duties as requested by the President.

**Vice President for Employment Relations:**

- Assume the duties of the Vice President for Business Affairs in the absence of the Vice President for Business Affairs
- Assume the duties of the President in the absence of both the President or Vice President for Business Affairs
- Serve as chair of the Employment Relations Committee as a voting member
- Serve on other appointed committees as an ex-officio member without vote as needed
- with the Treasurer is authorized to co-sign all Association checks approved by the Executive Committee
- Assume such other duties as requested by the President.

**Secretary:**

- Prepare and post agendas and minutes of the Association meetings and Executive Committee meetings in the Classified Staff folder
- Answer Association correspondence as required and report such action to the Executive Committee

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- Maintain files of all Association correspondence, meeting agendas and minutes, current copies of the Constitution and Bylaws, and vote ballots
- with the Treasurer is authorized to co-sign all Association checks approved by the Executive Committee
- Responsible for the duties pertaining to voting procedures and special elections as listed in the Bylaws, Article IV
- Verify quorums of Executive Committee and membership votes
- Assume such other duties as requested by the President.

## **Treasurer:**

- Maintain a record of all funds of the Association
- Prepare an annual budget and submit said budget to the Executive Committee and general membership for approval
- Distribute funds as so directed by action of the general membership and/or Executive Committee
- Authorized to co-sign all Association checks approved by the Executive Committee
- Maintain a list of vote-eligible members and provide the Employment Relations Committee with the names of new classified employees
- Validate vote-eligible members for Association elections as defined in the Constitution, Article III
- Assume such other duties as requested by the President.

## **ARTICLE II - STANDING COMMITTEES**

Association standing committees shall be:

- Executive Committee as defined in the Constitution, Article VIII shall consist of all elected officers.
- Employment Relations – Chaired by Vice President for Employment Relations
- Negotiating – Chaired by Vice President of Business Affairs
- Professional Improvement & Scholarship Committee
- Classified Employee of the Year Selection Committee
- Other committees will be formed as the Executive Committee and/or membership desire.
- Upon request, a negotiating team member may be reimbursed by the Association for time spent in actual bargaining sessions. The amount of reimbursement shall be calculated by multiplying the member's hourly wage by the number of hours spent in bargaining sessions.

Other than as stated chairs will be appointed by the President with approval of the Executive Committee. All committees will be responsible to the Executive Committee, and will report to the membership for final approval.

Each committee chair will coordinate the activities of his/her committee with the programs of other committees, and will keep the membership informed of the activities and progress of that committee.

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**Employment Relations Committee:** Will be chaired by the Vice President for Employment Relations and shall consist of all area representatives.

The committee shall:

- Communicate with all classified employees.
- Welcome new classified employees to the college and distribute Association information to such employees upon be hiring by the college
- Maintain a database of classified positions represented by the Association
- Serve as a grievance committee for the Association if needed
- Notify the Executive Committee when an employee is known to have long-term or serious illness or a death in the family and will be responsible for purchasing and sending out sympathy and retirement cards and gifts.
- Committee members will be encouraged to attend all membership and Executive Committee meetings.

**Negotiating Committee:** Will be chaired by the Vice President of Business Affairs and shall consist of no fewer than four (4) classified members (including the chair) appointed by the Executive Committee before the beginning of the academic year that follows elections. Appointment to the Negotiating Committee shall be a two (2) year commitment.

The committee shall:

- Be a representative of all COCC classified employees
- Develop negotiation proposals from information obtained from the membership with assistance from a contracted labor consultant.
- These proposals shall be presented to the membership prior to the commencement of negotiations. No classified contract shall be valid unless first ratified by a two-thirds majority of Association members' votes cast.
- Ratification shall be by secret ballot after written notice to the membership of the ratification meeting/election.

The committee will choose no fewer than three (3) members to be the Negotiations Team to sit at the table during negotiations. . The Negotiations Team will appoint the spokesperson.

**Professional Improvement and Scholarship Committee:** Shall consist of no fewer than three (3) members appointed from the general Association membership by the President. The President will appoint the chair. Appointment to the Professional Improvement and Scholarship Committee will be a minimum of two (2) years.

The committee shall:

- Serve as a resource for members seeking skill advancement, training and knowledge to improve working relationships and communication for better quality of performance for COCC.

This committee will administer the Association's scholarship program and screen applications for the COCC Professional Improvement Funds.

**Classified Employee of the Year Selection Committee:** Shall consist of five members: one (1) faculty member appointed by the Faculty Forum; one (1) administrator appointed by the College; the current Classified Association Vice President of Employee Relations; the past year recipient of the Classified

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Employee of the Year award and one at large classified employee appointed by the Executive Team. The previous recipient will chair the committee. Appointments to the Classified Employee of the Year Selection Committee shall be for one (1) year.

The committee shall:

- Announce the commencement of nominations in April
- Review and select the three finalists for the award according to the criteria outlined for nomination
- Choose the recipient prior to its announcement in June

## **ARTICLE III - MEETINGS**

**General membership meetings** shall take place at least four (4) times per fiscal year at the time and place designated by the Executive Committee. Other meetings shall be held as necessary. At least five (5) days' notice with an agenda must be given to membership. The presence of ten (10) Association members – not including Association officers -- constitutes a quorum. A quorum shall be confirmed by the Secretary at the beginning of each meeting for voting purposes.

**Special meetings** may be called by the President or by a majority of the Executive Committee or by a written petition signed by at least ten (10) vote-eligible Association members, not including Association officers, and shall be for a specific stated purpose(s). At least five days written notice must be given to the membership. Items other than the specific reason for the meeting will be out of order.

**Executive Committee meetings** shall be on call of the President, and prior to each regular membership meeting. A quorum shall consist of 51% of the committee. See Constitution, Article VIII.

## **ARTICLE IV - VOTING PROCEDURES**

- Classified employees who join the Association and have dues deducted from their paychecks are eligible to vote in all Association matters. Classified employees who choose not to join the Association can only vote on matters pertaining to ratification of the collective bargaining agreement.
- Official Association ballots shall be identified by a special stamp. Prior notification to the membership of the pending vote is required.
- Voting for election of Association officers and collective bargaining contract ratification shall be by secret ballot mailed by the Secretary to the entire membership.
- Voting for Constitution and ByLaws amendments, Association dues, and treasury expenditures of more than \$200 shall be by secret ballot mailed by the Secretary to vote-eligible members. Special consideration must be taken for off campus and less-than-12 month employees to mail ballots to the home address.
- A majority (51%) of Association voting members casting ballots shall decide issues of officer elections.
- A two-thirds majority of ballots cast shall decide the outcome of collective bargaining contract ratification, Constitution and Bylaws amendments, Association dues, and treasury expenditures of more than \$500.
- Unless otherwise defined in the Constitution and ByLaws, all other matters shall be determined by a majority vote of members present and voting at regular Association meetings.

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**Special Elections** In the event of a vacancy in an office of President, Vice President of Business Affairs or Vice President of Employment Relations (or any combination of the three positions) the Secretary shall notify the Executive Committee immediately to start special election proceedings. Ballots should be distributed within 30 days from the receipt of notice of the vacancy.

If the vacancy is due to the Executive member leaving their position at the College, the executive member should give their notice to the Executive Committee at the same time as their supervisor so that a replacement can be found and the special elections process start.

**ARTICLE V - BYLAWS AMENDMENTS AND AUTHORITY**

Amendments to the bylaws shall be presented to vote-eligible Association members in writing 30 days prior to voting. A two-thirds majority of vote-eligible members voting by secret ballot in favor of an amendment will be required for the adoption of the bylaws.

Roberts Rules of Order, Revised shall govern all matters except where the bylaws require otherwise.

**ARTICLE VI - COMPLIANCE WITH FEDERAL LAW**

The Association shall conduct the business in accordance with the requirements of the federal Labor-Management Reporting and Disclosure Act of 1959 (Act). In the event of conflict, if any, between the provisions of the chapter constitution or bylaws, the Act shall prevail.

**ARTICLE VII - CHECK SIGNING AUTHORITY**

All checks require the signature of two officers.

**ARTICLE VIII – WORK AREA STEWARDS**

Each work area listed below should have at least one Association Steward – preferably one Association Steward and one alternative Association Steward, who will represent the interests of members of the work area. In the event that the work area Steward or alternate is unavailable, another Steward or member of the Executive Committee may serve as a Steward for the representation of any member.

Work areas represented by the Association Stewards include the following:

1. Administrative Assistants, Office Coordinators, Office Specialists and Instructional Assistants;
2. Bookstore, Copy Center and Mail Services;
3. Buildings & Grounds and Maintenance;
4. Campus Services and Security;
5. Custodial;
6. Financial Aid and Enrollment Services;
7. Fiscal Services, Human Resources and Accounting Specialists;
8. ITS;
9. Library; and,
10. Media Specialists, Graphics Assistants and Lab Assistants.

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The duties of the Association Steward are:

- To serve as an initial communication channel between Association leaders and the general membership.
- To be a member of the Association's Employee Relations Committee.
- To inform members of bargaining issues and members' rights.

An Association Steward may be removed by a majority vote of the Executive Committee.