

# **CLASSIFIED ASSOCIATION OF COCC CONSTITUTION**

Revised May 2010

## **MISSION STATEMENT**

It is the mission of the Classified Association of Central Oregon Community College to advance the welfare and security of all members, and to provide the best possible service to our members with the utmost in integrity, professionalism and equality.

Association members are committed to providing outstanding service to the College and its students. The Association is a strong advocate for respectful, fair, and equal treatment of classified employees by the College Administration.

## **ARTICLE I - NAME**

The Classified Association of Central Oregon Community College shall also be known as CACOCC, or as the Association.

## **ARTICLE II - PURPOSE**

The purpose of the Association shall be to represent all employees as a bargaining unit on all matters relating to employee-employer relations as set forth in ORS 243.650 to 243.782; to promote the economic and social welfare of the classified employees of COCC; to promote their occupational training; and to assist in furthering the aims and purposes of classified employees.

The Association engages in social and benevolent activities for the benefit of its members, the college and the community. These activities may include holiday and other social parties, and the sending of gifts such as flowers and cards and gift cards with monetary value. Seasonal giving to the college and/or community is a regular function of the Association.

The Association intends to be supportive of the mission of Central Oregon Community College and shall work with the staff to achieve a quality educational and work environment.

## **ARTICLE III - MEMBERSHIP**

All classified employees of COCC who meet the definition of the bargaining unit, as stated in the current collective bargaining contract, are eligible for representation by the Association.

## **ARTICLE IV - DUES**

Association dues shall be assessed on the members through payroll deduction at the amount established by the membership. Classified employees can either: (a) Join the Association and have their dues deducted from their paychecks; (b) Not join the Association but still pay dues pursuant to the "fair share" provisions of state law and the collective bargaining agreement; or (c) Opt out of the Association as a "bona fide religious objector." Bona fide religious objectors must opt out of Association membership in writing; and must have funds equaling the Association's monthly dues deducted from

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their paychecks. However, these funds shall be donated to a charitable organization pursuant to state law and the terms of the collective bargaining agreement. All classified employees can vote on matters related to ratification of the collective bargaining agreement; but only classified employees who are members of the Association can vote on Association matters. Dues deduction authorized by a classified member through payroll deduction makes that member vote-eligible in Association economic matters other than contract ratification.

## **ARTICLE V - OFFICERS AND TERM OF OFFICE**

The elected officers of the Association shall be

- President
- Vice President for Business Affairs
- Vice President for Employment Relations
- Secretary
- Treasurer

The elected officers will serve on the Executive Committee as voting members as defined in the ByLaws, Article II.

Candidates for Association offices must be members in good standing. Term of office shall be two (2) years and shall begin in March.

## **ARTICLE VI - ELECTION OF OFFICERS**

Election for the offices of President and Treasurer shall be held in February of each odd-numbered year.

Election for the offices of Vice President for Business Affairs, Vice President for Employment Relations, and Secretary shall be held in February of each even-numbered year.

In February 2011, to transition from one-year terms to two-year staggered terms, elections will be held for all five elected offices. The President and Treasurer will serve for two years (2011 through 2013) and the Vice President for Business Affairs, Vice President for Employment Relations and Secretary will serve for one year (2011 through 2012). In February 2012, the Vice President for Business Affairs, Vice President for Employment Relations and Secretary will be elected for two-year terms. In February 2013, the President and Treasurer will be elected for two-year terms, and so forth

Election of officers shall be by secret ballot. The Secretary shall prepare and distribute ballots to all members. All Association represented classified staff members shall be eligible to vote in the election of officers. In the event no one candidate receives a majority of votes, such candidates shall have a runoff election.

Election of officers shall be conducted following an announced nomination period prior to the February election. Nominations will be made directly to the current Executive Team and may be made and seconded by any Association member. Prior consent from the person being nominated is required.

The Secretary shall retain all ballots cast at the election of officers for thirty (30) days after such election unless a motion to destroy ballots is passed at a general membership meeting.

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If a vacancy occurs in the office of President, the Vice President of Business Affairs will temporarily assume the office of President until a special election for a new President. If a vacancy occurs in the office of Vice President of Business Affairs, the Vice President of Employment Relations will temporarily assume the office of VP of Business Affairs until a special election. In the event of a vacancy in the office of President, Vice President of Business Affairs, or Vice President of Employment Relations, the Secretary and then the Treasurer will assume the President's duties in the interim before a special election. (See Bylaws, Article IV.) If a vacancy occurs in the offices of Secretary or Treasurer, the Executive Committee shall appoint an Association member to serve in an interim capacity until the next scheduled election.

## **ARTICLE VII – REMOVAL OF OFFICERS**

An officer of the Association may be removed from office for cause. A special election regarding removal of the officer may be requested either by a majority vote of the Executive Committee or by a written petition by Association members containing at least 25% of members' signatures.

Cause for removal includes at least one of the following:

1. Dereliction of duty.
2. Misconduct.
3. Activity deemed serious enough by the Executive Committee or general membership to remove an officer from the Executive Committee.

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of all elected officers. The Executive Committee shall meet at least four (4) times per fiscal year to prepare the Association meeting agenda, approve payment of representation and legal counsel fees, approve expenditures required for normal Association operations not in excess of Five Hundred Dollars (\$500.00), and to conduct business not requiring a vote of Association membership. All Executive Committee meetings shall be open to Association members, but without voting privileges.

The Executive Committee shall make recommendations to the general membership at regular Association meetings and shall have authority to function for the members in Association business not specifically denied by the Association's Constitution or ByLaws should an emergency arise requiring immediate action, providing a) all members are informed of such action, b) action is recorded in the minutes.

## **ARTICLE IX - MEETINGS**

General membership, Executive Committee, and special meetings shall be held as provided in the ByLaws, Article III.

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## **ARTICLE X - STANDING COMMITTEES**

There shall be standing committees as provided in the Bylaws, Article II.

Proposed amendments or repeals may be presented at the general meeting of the Association. Such proposals shall be in writing. The Secretary shall post to the Classified folder a copy of the proposal within one week after presentation at the general meeting of the Association. It will then be voted on via secret ballot. A two-thirds majority of the votes cast is required for passage of any proposed amendment or repeal of this Constitution. Any proposed amendment to the Constitution that fails to obtain adoption as set forth above shall not again be brought before the Association until at least six (6) months has elapsed since its prior defeat.

## **ARTICLE XI - AMENDMENTS AND AUTHORITY**

This Constitution shall be amended only by a two-thirds majority of secret ballots cast, with notice and purpose of such an election served on the members in writing 30 days prior to voting, by posting a copy of the proposed amendments to the Classified folder on the COCC website.

Any proposed amendment to the Constitution that fails to obtain adoption as set forth above shall not again be brought before the Association until at least six (6) months has elapsed since its prior defeat.”

## **ARTICLE XII – AUTHORITY OF PROCEDURE**

The authority of procedure shall be Robert's Rules of Order, Revised where specific conditions are not provided within this constitution.