

Constitution of the Green River United Faculty Coalition

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ARTICLE I: Name and Incorporation

Section 1. The name of the Organization shall be the Green River United Faculty Coalition.

Section 2. The United Faculty Coalition shall be incorporated as a nonprofit corporation under the laws of the state of Washington.

ARTICLE II: Purpose and Functions

Section 1. The Green River United Faculty Coalition shall be organized to unite the Green River Community College faculty to:

1. Advance the professional interests and standards of the Green River Community College Faculty,
2. Promote excellence in education at Green River Community College, and
3. Protect the rights of Green River Community College faculty members.

Section 2. To secure these rights the United Faculty Coalition shall develop, negotiate, and maintain a contract for the Green River Community College faculty. All matters relating to the contractual rights and responsibilities of Green River Community College faculty shall be the concerns of the United Faculty.

Section 3. The effectiveness of the United Faculty Coalition in achieving its goals of promoting faculty unity will be assessed by a Coalition Review Committee formed by the United Faculty Executive Board annually in April. The committee will consist of two Executive Board members and two members at-large, selected by the Board. The purpose of the committee shall be:

1. To review the year's operation of the United Faculty Coalition, and
2. To make recommendations to improve the United Faculty organizational structure.

ARTICLE III: Affiliation and Membership

Section 1. The United Faculty Coalition shall affiliate with the Washington Education Association, the Washington Federation of Teachers, the American Federation of Teachers, the National Education Association and related councils, the King County Labor Council, and the Washington State Labor Council, hereinafter referred to as the Affiliates.

Section 2. Members of the United Faculty Coalition shall also be members of the Affiliates, and pay the dues of those Affiliates.

- Section 3. The United Faculty, to the best of its ability, shall be active in the affairs of the Affiliates.
- Section 4. The election of delegates to Affiliate bodies shall follow the election procedures specified by the Affiliates.
- Section 5. The United Faculty shall pay the expenses of delegates to meetings and conventions of the Affiliates.
- Section 6. All delegates to meetings and conventions of the Affiliates shall make reports to the Executive Committee on the meetings and conventions.
- Section 7. All individuals in the recognized bargaining unit who meet the active membership requirements of the Affiliates are eligible for United Faculty Coalition membership upon payment of dues as provided herein.
- Section 8. The membership and fiscal year shall be from September 1 through August 31.
- Section 9. Members who accept managerial positions as designated by the organizational structure of Green River Community College shall be removed automatically from the membership rolls.
- Section 10. No faculty member shall be denied membership in the United Faculty and no discrimination shall be shown toward United Faculty members on the basis of gender, sexual orientation, race or ethnic/cultural background, religious beliefs, or political beliefs or political activities.

ARTICLE IV: Election of Officers and Executive Committee

- Section 1. The United Faculty Executive Board shall appoint an Ad Hoc Nominations and Elections Committee.
- Section 2. The United Faculty Executive Board shall set the date for the election and shall normally complete the election process by November 15 of each year.
- Section 3. All elections shall be held concurrently.
- Section 4. The Nominations Committee shall present nominations at a general meeting of the United Faculty where further nominations may be presented from the floor. The membership shall be notified of this meeting at least fifteen (15) days prior to its being held.
- Section 5. Part-time faculty are eligible for any office.

Section 6. Each member, full-time and part-time, shall have one vote, and voting shall be conducted by secret written ballot.

Section 7. Members absent or on leave shall have the right to vote for officers and on other matters of business of the United Faculty if time and circumstances permit.

Section 8. The person receiving a majority of the votes cast shall be elected.

Section 9. In the event that no candidate for a position receives a majority vote, the person with the fewest votes shall be dropped from the ballot and a new vote taken. This process shall be repeated until one candidate receives a majority of the votes cast.

Section 10. In the event that not enough candidates for the Executive Committee receive a majority vote, the person with the fewest votes shall be dropped from the ballot and a new vote taken. This process shall be repeated until sufficient candidates receive a majority of the votes cast.

Section 11. In the event that an office becomes vacant because of resignation or other reason,

1. The United Faculty Executive Board shall appoint an Ad Hoc Nominations and Elections Committee,
2. The Board will set a date for the election(s) not later than 30 calendar days after the vacancy occurs,
3. The elections will be held in the manner outlined in Sections 4-10 of this article.

Section 12. The Nominations and Elections Committee shall develop any necessary additional procedures.

ARTICLE V: Officers

Section 1. Officers of the United Faculty shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. All officers shall be elected by the membership of the United Faculty for two (2) year terms.

Section 3. The terms of office shall begin January 1.

Section 4. Officers shall be formally introduced at a membership meeting of the United Faculty.

ARTICLE VI: Officers, Duties and Responsibilities

Section 1. The President shall

- 1.1 Call for and preside over all meetings of the membership and the Executive Board;
- 1.2 Be the official representative of the United Faculty;
- 1.3 Be a non-voting ex-officio member of all committees;
- 1.4 Sign all necessary papers and documents;
- 1.5 Be responsible for initiating discussion with, and/or referring proposals for action to, the Executive Board regarding all matters relating to faculty rights, welfare, and responsibilities;
- 1.6 Make an annual written report to the membership on or before the last instructional day of Fall Quarter;
- 1.7 Be a member of the United Faculty Team attending “meetings of concern,” along with other such members as the Executive Board shall appoint;
- 1.8 Maintain regularly scheduled office hours;
- 1.9 See that a representative attends all Green River Community College Board of Trustees meetings and gives the faculty report, as well as review for the United Faculty Executive Board all actions taken by the Board of Trustees;
- 1.10 See that the United Faculty is represented at meetings and conventions of the Affiliates where the interests of the United Faculty are involved;
- 1.11 Develop and publish a calendar for that school year;
- 1.12 Be granted released time and/or stipend as determined by the Executive Board.

Section 2. The Vice-President shall

- 2.1 Assist the President as deemed necessary by the Executive Board and the President;
- 2.2 Preside over meetings of the membership and the Executive Board in the absence of the President;

- 2.3 Act as the interim President in the event of a vacancy in that office;
- 2.4 Supervise the operation of the United Faculty Committees to assure a full membership compliment and the completion of the final reports with each committee's established deadline;
- 2.5 Be the United Faculty's observer at the Instructional Council meetings and inform the United Faculty Executive Board of the Instructional Council's effectiveness at least once each quarter.

Section 3. The Secretary shall be responsible to the President, and shall

- 3.1 Issue all notices and answer and file all correspondence as directed by the President and the Executive Board;
- 3.2 Record the minutes of the membership meetings and the Executive Board;
- 3.3 Assist the President and the Executive Board as deemed necessary.

Section 4. The Treasurer shall be responsible to the Executive Board, and shall

- 4.1 Receive, record, and deposit in the name of the United Faculty all monies from dues and other sources;
- 4.2 Keep adequate financial records necessary for the Executive Board, pay and record all bills;
- 4.3 Obtain payment authorization from the Executive Board for all expenses exceeding twenty-five dollars (\$25.00) not authorized in the Executive Board budget;
- 4.4 Keep the membership rolls, issue receipts, and delinquent notices;
- 4.5 Submit to the membership an annual report of all expenditures for the year, balances on hand, and projected revenues.

ARTICLE VII: Executive Board

Section 1. The Executive Board of the United Faculty shall consist of twelve (12) persons: The Officers and eight (8) members elected from the UF membership. Two (2) positions on the Executive Board shall be reserved for part-time faculty and may be filled by full-time faculty only after all means have been exhausted in soliciting part-time faculty.

Section 2. The term of office shall be two (2) years, beginning January 1, with one-half of the members elected during alternate years.

Section 3. Vacancies on the Executive Board shall be filled by the election process in Article IV.

Section 4. Executive Board members may be recalled by a majority vote of the UF membership.

Section 5. Meetings of the Executive Board shall be called by the President or at the request of the majority of the members of the Board.

Section 6. Executive Board members shall be formally introduced at a membership meeting of the United Faculty.

Section 7. Executive Board members who are absent for more than three (3) regularly scheduled Executive Board meetings in any one quarter will be replaced by the election process in Article IV.

ARTICLE VIII: Executive Board, Duties and Responsibilities

Section 1. The United Faculty Executive Board shall determine and administer matters of policy that affect the rights and interests of the Green River Community College Faculty, as determined by the members of the United Faculty. The Executive Board shall be responsible for such contractual matters as salary, fringe benefits, grievances, and other contractual matters pertaining to the employment rights and welfare of the faculty.

Section 2. The Executive Board shall have the power and authority to determine, initiate, and supervise policy and to act for the good of the membership of United Faculty in emergency situations where policy cannot be determined by the membership.

Section 3. The Executive Board shall have the responsibility for contract negotiations with the Green River Community College Board of Trustees and/or its agents, and shall administer and supervise all contracts and agreements entered into on behalf of the Green River Community College faculty

Section 4. The Executive Board shall have the authority to contract for clerical, legal, and other professional services as shall be determined by the needs and finances of the United Faculty

Section 5. The Executive Board, with the majority approval of the United Faculty Membership, make arrangements for liabilities which may be appropriate to

enable it to accomplish any or all of its purposes. It may borrow money for the United Faculty at such rates of interest, terms, and conditions as it may determine, may issue notes, bonds, and other obligations by mortgage, pledge, or deed of trust to any or all of its properties and income. The Executive Board shall be responsible for an annual audit of the treasurer's accounts.

Section 6. The Executive Board shall be responsible for developing and administrating an annual operating budget for the needs and welfare of the United Faculty.

Section 7. The Officers shall be voting members of the Executive Board.

Section 8. Chairpersons of the Instructional/Educational Philosophy, Tenure, and Communications Committees shall be members of the Executive Board.

Section 9. The Executive Board shall appoint chairpersons and members of any Ad Hoc committees from its own members and/or from the general membership of United Faculty when deemed advisable for the conduct of the business of United Faculty.

Section 10. It shall require a simple majority of the Executive Board to approve all business of the United Faculty.

Section 11. A quorum of the Executive Board shall consist of eight (8) members.

ARTICLE IX: Committees

Section 1. Standing committees of the United Faculty shall be the Instructional/Educational Philosophy Committee, the Negotiations Committee, Tenure Committee, Grievance Committee, Membership Committee and the Communications Committee.

Section 2. The size of each committee shall be determined by the Executive Board within the following guidelines:

2.1 A chairperson of each committee, except the Grievance and Negotiations Committees, shall be appointed by and from the Executive Board.

2.2 One member of the Grievance Committee shall be a member of the United Faculty Executive Board.

2.3 The Negotiations Committee shall have no more than four (4) members from the Executive Board. The members shall include

2.31 A chairperson, who shall be the chief negotiator, appointed by the Executive Board;

2.32 Two (2) persons appointed by and from the Executive Board;

2.33 Three (3) persons appointed by the Committee chairperson;

Section 3. Chairpersons shall be voting members of their respective committees.

Section 4. Ad Hoc committees may be established by the Executive Board and are not bound by the provisions of Section 2.

ARTICLE X: Committees, Duties and Responsibilities

Section 1. The Instructional/Educational Philosophy Committee shall be responsible for assessing faculty opinion on instructional/educational matters and for recommending to the Executive Board policy that may form the basis of the contract.

Section 2. The Negotiations Committee shall be responsible for writing the contract proposal within established policy and for negotiating this proposal with the Green River Community College Board of Trustees.

Section 3. The Tenure Committee shall be responsible for administration of the Tenure process.

Section 4. The Grievance Committee shall be responsible for informing the faculty of contract provisions and for processing faculty grievances.

Section 5. The Membership Committee shall organize and implement membership drives.

Section 6. The Communications Committee shall be responsible for communications with faculty, the media, and the community relative to the interests of the United Faculty.

Section 7. All committees shall be directly responsible to the Executive Board.

ARTICLE XI: Dues

Section 1. The local dues for each full-time faculty shall be .0034 times the full-time faculty salary at experience Level A , 225 credits. The dues shall be payable in full within sixty (60) days of September 1 or date of employment, or through payroll deductions.

Section 2. The local dues for each part-time (temporary) faculty shall be 1.2% of the part-time faculty member's gross per quarter. The dues shall be payable in full within thirty (30) days of employment, or through payroll deductions.

Section 3. In the event that the dues are inadequate to meet the expenses of the United Faculty, additional funding will be obtained in a manner determined by the Executive Board.

Section 4. In the event that the United Faculty Coalition ceases to exist, any remaining funds and/or debts shall be transferred to a successor organization. In the event there is no successor organization, such remaining assets shall be divided equally between the Kate Frank/DuShane Unified Legal Services Program of the NEA and the Defense Fund of the AFT.

ARTICLE XII: Amendments

Section 1. Proposed amendments to this constitution shall be submitted in writing to the Executive Board for evaluation. A meeting of the United Faculty shall be called for the purpose of voting on the proposed amendment(s) within one month of receipt. At least one (1) week prior to that meeting the Executive Board shall provide the Membership with a written statement of the amendment(s) and the Executive Board's evaluation. Approval shall require a two-thirds affirmative vote, by secret ballot, of the total United Faculty membership.

ARTICLE XIII: Parliamentary Authority

Section 1. The Sturgis Standard Code of Parliamentary Procedure, 2nd edition, shall be the authority on questions of parliamentary rule.