

VERMONT STATE COLLEGES FACULTY FEDERATION

AMERICAN FEDERATION OF TEACHERS

Local 3180, AFLCIO

COMMUNITY COLLEGE OF VERMONT

CHAPTER INTERNAL BYLAWS

(DRAFT)

I. Purpose, Adoption and Amendment

The purpose of these bylaws is to guide the internal structure and administration of the Community College of Vermont United Faculty (CCVUF), in a way which is transparent, inclusive, and empowering of our members while allowing for the efficient and effective conduct of business. CCVUF is a chapter in the Vermont State College Faculty Federation (VSCFF). These bylaws shall be adopted and, from time to time, amended by majority vote of the CCVUF membership.

Any ten (10) Members may propose internal bylaw amendments to the Leadership Team. The Leadership Team will review any such Member-proposed amendments, and within ten (10) days of receipt, will transmit such Member-proposed amendments, together with a statement of the Leadership Team's position on said Amendments, to all Members electronically* for a vote thereon.

II. Executive Team

The CCVUF Executive Team shall consist of the Leadership Team, Delegates, and Site Stewards.

A. Leadership Team

The CCVUF Leadership Team shall consist of three Co-Chairs, elected by the Membership at its odd-year, biennial elections. Terms shall be 2 years, commencing at the start of the Fall semester following the election. The Leadership Team members shall each receive 1/3 (one-third) of the leadership compensation as negotiated in the CCV/CCV United Faculty contract.

If there are only two members of the leadership team, the duties and the stipend shall be split between the two remaining leadership officers in a mutually agreed upon

manner. If a Member of the Leadership resigns before the end of the two year term, a member in good standing can self nominate. If two or more Members self nominate, then an election will be held. The new term will begin on the first day of the next upcoming semester and end the last day before a new semester begins. .

The duties of the Leadership Team shall include membership outreach and services, legislative and public advocacy, and oversight of union support of members in disciplinary and grievance actions, coordination with the Delegates and Stewards, organization and oversight of elections, and such other duties as the day-to-day coordination and management of CCVUF for the benefit of our members may require.

The Leadership Team may divide and share its duties flexibly according to the skills and availability of its elected members, and may delegate its duties, other than organization and oversight of elections, to such other members of the Executive Team or members of CCVUF as are willing and available to undertake them. However, in fulfillment of CCVUF's obligations under the VSCFF Constitution and for the efficient management of CCVUF, the Leadership Team shall have the following primary duties:

- A. Co-Chair/Delegate Assembly Liaison. Co-Chair A shall also be a Delegate to the VSCFF Delegate Assembly, and shall serve as liaison between the VSCFF Delegate Assembly and CCVUF. For purposes of the VSCFF Constitution, Co-Chair A shall accordingly be considered the Leadership Team Chair. Co-Chair A shall also primarily serve as liaison to CCV Administration, coordinating with the Academic Committees, engaging in communications with Administration, and keeping the CCVUF Executive Team apprised of actions at the CCV President's Council or other CCV Administrative bodies that may affect CCVUF and its members.
- B. Co-Chair/Membership Chair. Co-Chair B shall primarily serve as the Membership Chair, organizing and overseeing outreach to new bargaining unit members, communicating with the bargaining unit members through newsletters, social media, site bulletin boards, the website etc., promoting robust CCVUF union membership, and organizing such events at sites or across the CCV system as may be appropriate to build and mobilize our membership. The other two Co-Chairs will regularly share information with the Membership Chair for dissemination to the membership.
- C. Co-Chair/Chief Steward. Co-Chair C shall primarily serve as the Chief Steward, and for purposes of the VSCFF Constitution shall be considered the Grievance Officer. Co-Chair C will engage in recruiting, engaging and training Site Stewards at each CCV site, providing materials and assistance to Site Stewards as they represent CCVUF bargaining unit members in disciplinary actions and

grievances, and representing CCVUF bargaining unit members and/or CCVUF in disciplinary actions and grievances of significance to multiple members.

Organization and oversight of CCVUF elections shall be the responsibility of any or all three Leadership Team members in coordination with AFT staff.

B. Delegates

The Delegates shall consist of, at a minimum, 3 regular and 1 alternate Delegate to the VSCFF Delegate Assembly, or such other number as the VSCFF Constitution may assign. The Delegates shall be elected by the membership at the CCVUF odd-year biennial elections. Their terms shall be two years, commencing at the start of the Fall semester following the election.

The duties of the Delegates shall include representation of the CCVUF and the interests of its members at the Vermont State Colleges Faculty Federation of Teachers, coordination with the Leadership Team and Stewards, and such other duties as may develop and be undertaken for the benefit of our members.

Co-Chair A of the Leadership Team shall also serve as one of the Delegates. Any other member of the Leadership Team may also serve, if elected, as a Delegate, or fill a vacancy in the Delegate team should one occur; however, in the interests of including as many CCVUF members as possible in the Executive Team, it is preferable if the remaining Delegates not serve in overlapping positions on the Leadership Team.

If a Delegate resigns before the end of the two year term, a member in good standing can self nominate. If two or more Members self nominate, then an election will be held. The new term will begin on the first day of the next upcoming semester.

C. Site Stewards

There shall be, at a minimum, one Site Steward for each CCV Site. Site Stewards shall be appointed by the Leadership Team for a term of 2 years.

Members are strongly encouraged to undertake the role of Steward, and Members at each site are encouraged to nominate colleagues for appointment to the position of Site Steward. Where there is a vacancy for position of Steward at any CCV Site, any member or combination of members of the Leadership Team or Delegates may fulfill that role until the vacancy can be filled from within the Site membership.

The duties of Site Stewards shall be to serve as the CCVUF 'point person' for membership at their respective Sites; to maintain the Site Bulletin Board; to coordinate

Site member meetings from time to time; to contact new bargaining unit members and engage in membership outreach activities such as encouraging bargaining unit members to join the union; and to address disciplinary actions and grievances involving Site members in coordination with the Leadership Team in accordance with the CCVUF Guidance for Stewards and Leadership Team Regarding Disciplinary Actions and Grievances. Where there is more than one Steward at any Site, the Stewards may coordinate amongst themselves regarding division of these duties if they so desire.

III. Academic Committee Positions

In accordance with the provisions of our contract, positions on the Curriculum Committee and Academic Council are to be voted on. All positions are for 2 years and are open to all bargaining unit members. Members can self-nominate or be nominated by others. Elections will be held in the spring of odd numbered years, with the term commencing at the start of the Fall semester following the election. Voting is open only to Union members. If a vacancy occurs in an Academic Council faculty co-chair or policy committee position prior to or on December 31, the Union shall select a replacement to serve for the remainder of the academic year. If a faculty vacancy occurs after December 31, the position will remain open until new appointments are made for the subsequent academic year.

Curriculum Committees:

- Arts/Communications/Humanities Chair and 4 positions
- Science/Allied Health, Chair and 5 positions
- Business/Math, Chair and 5 positions
- Social Science/Professions, Chair and 5 positions
- Technology Chair and 3 positions
- Advising and Teaching Excellence (ATE) Chair and 4 positions

Curriculum Committee Tasks: The Curriculum Committees recommends curricular and programmatic changes. This includes the development of new courses, archiving old courses, and modifying existing courses with the focus on certificates and degree programs in the curriculum. There are six Academic Committees with up to six faculty, including faculty co-chair and up to five staff, including the staff co-chair on each committee.

Curriculum Committee Meeting Commitments: The committees meet between 7-10 times a year with about 2-3 in person meetings, although the demands of each committee may vary.

Compensation: \$1,500/year

The Academic Council:

The Faculty Co-chairs of the Curriculum committees will also serve on the **Academic Council**. There also is a Policy position which sits on the Academic Council.

Academic Council's Tasks: The Academic Council proposes, reviews, and recommends academic policies, courses and programs to the president. The faculty chairs of the Curriculum Committee serve on this committee.

Meeting Commitments: Academic Council meets once about one a month

Compensation: \$3,000/year

IV. Quorums, Voting, Elections, and Open Meetings

Quorum of the Leadership Team shall comprise all three members, or, if there are vacancies, shall comprise all sitting members; on any item requiring a vote of the Leadership Team, a vote of two shall carry the motion. Where one or more vacancies exist on the Leadership Team, and two votes are not possible or are not in accord, then any votes necessary for any action shall be taken by the Leadership Team and Delegates collectively.

Quorum of the Delegates shall comprise two members; on any item requiring a vote of the Delegates, a majority of those present, or at the least a vote of two, shall carry the motion.

Where a site has more than one Steward, those stewards may set their own protocols for quorum and voting amongst themselves.

Elections and votes of the general membership shall occur by electronic* means. No quorum is required, and a vote or election shall pass upon the majority of those voting. Elections shall be held in the Spring of odd-numbered years.

The Delegates and Leadership Team shall regularly, and at a minimum once per calendar year, hold meetings, individually or jointly, which shall be noticed electronically and are open to the Members to participate either in-person or via an online service such as Zoom or Google Hangouts. Members are also encouraged to communicate with their Site Stewards, the Delegates, and the Leadership Team by phone, email, or in person; any concerns or questions regarding the CCVUF or employment conditions at CCV received via communication from members will be promptly communicated to the appropriate Steward, Delegate or Leadership Team person or body, which will provide a substantive response as swiftly as practical to the member.

The Delegates, Leadership Team, and Stewards may also hold Working Sessions which are not noticed or open to the general membership for purposes of advancing the necessary business of the CCVUF and its members.

Each site Steward is encouraged to facilitate one meeting per semester of the members affiliated with their site, for purposes of sharing information with members at the Site pertaining to the CCVUF, hearing member's questions and concerns, and aiding in building relationships and a supportive environment among members. The Leadership Team and Delegates shall assist and support Stewards in facilitating such meetings if requested or desired by the site Stewards.

Any meeting of the Stewards, Leadership Team, Delegates, or any combination thereof to discuss a disciplinary action or grievance involving any member *shall not be open to the general membership, and any information discussed therein shall be held in strictest confidence by the Stewards, Leadership Team, and Delegates present at such meeting, to protect the affected member as well as the identity of any complainant.*

V. Committees

The Leadership Team may convene such standing and temporary committees as are necessary to conduct the business of the CCVUF. Such committees may include a member of the Leadership Team, Delegates, or Site Stewards, or may be comprised of separate membership reporting to those bodies.

Bargaining Committee. The contract negotiation team for CCVUF shall consist of CCV unit members appointed by the CCV Leadership Team with the consent of the Delegate

Assembly no later than four months prior to the scheduled expiration of the collective bargaining agreement.

***Electronic Notice:** It is anticipated that all communications and votes of the CCV United Faculty membership may occur via email, on a non-CCV email address provided by each member to the Leadership Team. However, if any member does not have email access outside of CCV, or prefers communication by another means (for example those living in areas of Vermont with slow dial-up internet service), such members may contact the Leadership Team and be placed on a list of those wishing to receive such communications by hard copy at an address they provide. The Leadership Team will make diligent efforts to ensure that anyone receiving information by hard copy will be notified in a timely fashion and provided opportunity to meaningfully participate in discussions and votes.