SANTA BARBARA CITY COLLEGE INSTRUCTORS' ASSOCIATION

BYLAWS

ARTICLE 1. Membership and Dues

Section 1. Annual membership in the Instructors' Association shall be based on the academic year and late membership shall be on a prorated basis.

Section 2. If a member of the Association becomes ineligible for membership under Article III, Section I of the Constitution, the member shall be automatically terminated from membership and a prorated refund of any prepaid dues shall be made.

Section 3. Any member who has a financial hardship may appeal in writing to the Executive Council for reduction or suspension of dues.

Section 4. Membership in the Association automatically continues through the summer session for members who pay dues in the preceding Spring semester. Membership in the Association can continue in the Fall and Spring semesters beyond that member's last employment in the district if so desired. The member must be otherwise eligible for membership. Dues of a member not currently employed in the district shall be limited to a fixed maintenance fee (excluding summer).

Section 5. Dues shall be collected by payroll deduction on a tenthly basis or shall be paid directly to the Association on a semester or yearly basis.
   A. Dues for all certificated contract employees shall be set at a fixed monthly rate to be reviewed annually.
   B. Dues for all certificated contract employees on paid leave shall be determined by the same method used in Article I, Section 4a of the Bylaws. Dues for all certificated contract employees on unpaid leave shall be limited to a fixed maintenance fee.
   C. Dues for all part-time faculty members shall be set at a fixed monthly rate to be reviewed annually and not to exceed the specified limit established in Article IV, Section 2 of the Constitution.

ARTICLE 11. Executive Council

Section 1. If a vacancy occurs in the Executive Council, the candidate with the highest number of votes but who was not elected in the previous election shall
be appointed to finish the term. Ties shall be determined by lot. If there is no available candidate, the Executive Council shall appoint a candidate by a majority vote of those members present. The representation specified in Article V, Section 1, paragraphs A or B of the Association Constitution must be maintained.

Section 2. The term of office for the members of the Executive Council shall begin with the last Executive Council meeting in the Spring semester following the election of the new members to the Executive Council.

ARTICLE 111. Executive Council Meetings

Section 1. A meeting of the Executive Council may be called by either the President of the Executive Council, the Vice-President of the Executive Council, three (3) Executive Council members, or the chairperson of the Negotiating Team.

Section 2. Notice of time and place of an Executive Council meeting shall be given to all Executive Council members in writing or by telephone, preferably one (1) week in advance but not less than twenty-four (24) hours in advance of the meeting.

Section 3. A meeting of the Executive Council will automatically end if fewer than five (5) members are present.

ARTICLE IV. General Meetings

Section 1. A general meeting of the Association may be called by either the President of the Executive Council, the Vice-President of the Executive Council, or three (3) Executive Council members.

Section 2. The President of the Executive Council shall call a general meeting within ten (10) working days to discuss any issue if presented a petition signed by twenty percent (20%) of the general membership.

Section 3. Written notice of meetings shall be transmitted, insofar as possible, to each and every Association member via campus mailboxes, U.S. mail, hand delivery, and/or by electronic means and shall be posted in a public area of the campus frequented by faculty.

Section 4. A general meeting of the Association will automatically end if less than a quorum (five (5) percent of the total membership) is present.
ARTICLE V. Committees

Section 1. The following committees and any others deemed appropriate by the Executive Council are established as standing committees of the Association:

Benefits Membership
Budget Negotiating
Election Part-time Instructors
Grievance/Conciliation Scholarship

Section 2. A. The Negotiating Committee shall consist of not less than three (3) nor more than seven (7) people. One (1) member of the Committee may be a paid negotiator. All other members shall be members of the Association. At least one (1) member of the Negotiating Committee shall be an Executive Council member. The Negotiating Team shall be formed from members of the Negotiating Committee. The members of both the Negotiating Committee and team shall be confirmed by an affirmative vote of at least five (5) members of the Executive Council.

B. The Executive Council shall present all proposals dealing with wages, benefits and working conditions to the membership of the Association by November 1st of each year.

C. Changes to the proposal shall be made in a general meeting according to the conditions stated in Article VII, Section 3 of the Constitution.

D. The Negotiating Committee shall keep the Executive Council fully informed as to the progress of the negotiations.

E. Ratification of all negotiated agreements shall be voted on by the membership by secret ballot. A majority vote of those votes cast shall be required for ratification.

Section 3. The chairperson and other members of the standing committees shall be appointed annually no later than October 1st by an affirmative vote of at least five (5) members of the Executive Council.

Section 4. Members of the Executive Council who are not members of a committee may sit as ex officio members of that committee. As ex officio members they have no vote, but may fully participate in all other activities of the committee.

Section 5. The Executive Council shall have the power to replace any appointed member of a standing committee by an affirmative vote of at least five (5) members of the Executive Council.

Section 6. A copy of each committee meeting minutes shall be submitted to the Executive Council in written form within ten (10) days after each meeting. An annual report shall be submitted to the Executive Council prior to the last Executive Council meeting in the Spring semester.
Section 7. Upon request, each committee shall present to the Executive Council for approval a prospectus of its structure and functions. The Executive Council shall have the final authority to define the power, function, and number of members of each committee.

Section 8. All committee actions are subject to approval by the Executive Council.

Section 9. Ad hoc committees may be initiated, continued, or terminated by an affirmative vote of at least five (5) members of the Executive Council.

Section 10. All ad hoc committees shall automatically terminate at the last general meeting in the Spring semester unless continued by action of the Executive Council.

ARTICLE VI. Changes to the Bylaws

Section 1. Changes to these Bylaws shall be made in accordance with the provisions of Article VIII, Sections 5 and 6 of the Instructors' Association Constitution.

Section 2. The Executive Council of the Association, by a majority vote of its members, adopts these Bylaws and in so doing reserves full rights and prerogatives to amend or repeal any or all of these Bylaws as established and defined in Article VIII, Section 5 of the Constitution.

Section 3. If any provision of the Bylaws is found invalid, the remaining provisions shall continue in full force and effect.