

CONSTITUTION OF THE BELLEVUE COLLEGE ASSOCIATION OF HIGHER EDUCATION

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Article III, Section III amended by majority vote May 21, 2008

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ARTICLE I. NAME, PURPOSE, AND AFFILIATION (as amended October 2009)

Section I

NAME. The name of the organization is the Bellevue College Association of Higher Education.

Section II

PURPOSE. The purpose of the Association shall be to promote high professional standards; to work for the welfare of the college; to participate actively in the formulation of college policies and procedures; to promote and protect professional influence in the governance and operation of the college; to meet, confer, and bargain with the Board, their designees and administrators; to serve as an advocate on behalf of members of the bargaining unit; to promote and protect employee, professional and managerial rights and responsibilities of faculty/ academic employees; to seek the fulfillment of democratic principles and due process; to protect majority and minority rights as expressed in By-Laws, ARTICLE I and elsewhere; and to carry out other aims and objectives which this Association may adopt.

Section III

AFFILIATION. The Association shall maintain active affiliation with the Rainier UniServ Council or its successor council, with the Washington Association for Higher Education, the Washington Education Association, and the National Education Association.

ARTICLE II. MEMBERSHIP (as Amended May, 2015)

Section I

Any faculty member of Bellevue College may become an active member upon signing a membership application. Active members shall be members of the Rainier UniServ Council or its successor council, AHE, WEA, and NEA. They may vote, hold office, and actively participate in the Association.

ARTICLE III. OFFICERS AND CHIEF NEGOTIATOR

Section I

NAMES. The officers of the Association shall be the President, Vice-President and Secretary-Treasurer.

Section II (as amended May, 2015)

QUALIFICATIONS. Officers shall be active full-time members or active adjunct faculty who currently hold an annual or multi-annual contract the duration of their term in office.

Section III

ELECTION, TRANSITION AND TERM OF OFFICE. *(As amended May 2008)*

- A. Terms of Office. President, Vice-President, and Secretary-Treasurer shall hold office for one year.
- B. Election. The President-Elect, Vice-President-Elect, and Secretary-Treasurer-Elect shall be elected by the Association by the end of Winter Quarter every year and shall assume the duties of their respective offices immediately upon the ratification by the membership of the fall bargaining settlement.
- C. Transition. The Executive Council, with old and new officers voting, shall establish the date of assumption of office, which shall be no later than October 1.

Section IV (as amended May 2015)

POWER AND DUTIES. All incoming and outgoing officers shall participate in training activities as specified in ARTICLE VII (Training).

- A. PRESIDENT. The President shall have the following powers and duties:
 1. To preside at all meetings of the Association.
 2. To form special committees and appoint their temporary chairpersons with concurrence of the Executive Council and to be ex-officio member of all committees.
 3. To call meetings of the Association activities, Presidential Consultation, Contract Administration and bargaining.
 4. To coordinate and direct all Association activities, Presidential Consultation, Labor/Management Committee, Contract Administration, and bargaining.
 5. To sign contracts and other instruments connected with the business affairs and professional activities of the Association.
 6. To approve conjointly with the Secretary-Treasurer by his/her signature all expenditures or money drawn on the treasury.
 7. To propose annual objectives for approval of the Executive Council and the Association.
 8. To make Annual Report of Association activities, issues and resolutions/agreements reached to the Executive Council and the Association by June 1, each year.
 9. To supervise planning for such meetings and conferences as may be sponsored by the Association.

10. To serve as the official representative of the Association at meetings of affiliate organizations, educational bodies and other groups, as prescribed herein or directed by the Executive Council and to delegate as appropriate.
11. To serve as the official representative, spokesperson, and liaison for the faculty of Bellevue Community College to the Board of Trustees, President's Staff, ASBCC, classified personnel, and other appropriate bodies.
12. To appoint persons as prescribed herein and others as agreed by the Executive Council.
13. To appoint the Chief Negotiator, with concurrence of the Executive Council.
14. To ensure adequate preparation and training of incoming officers and members of the Executive Council.
15. To prepare and communicate agendas for all meetings of the Association and the Executive Council.
16. To ensure adequate communications to all members concerning Association issues.
17. To perform such duties as may properly pertain to his/her office, as provided elsewhere in the By-Laws or standing rules.
18. To delegate such duties and powers as desired, except the completion of bargaining unless agreed to by the Executive Council.
19. To appoint faculty to college committees and task forces where elections are not required.

B. IMMEDIATE PAST PRESIDENT.

1. In the absence of a Vice-President, the Immediate Past President shall assume the responsibilities of the President in the absence of the President.
2. In the event of a vacancy in the office of President and Vice-President and until the office is filled by a special election, the Immediate Past President shall assume the responsibilities of the President.
3. As Immediate Past President, he/she may serve as an ex-officio non-voting member of the Executive Council, Presidential Consultation Team, Contract Administration Team and the Bargaining Team.
4. The Immediate Past President may be an active member of the Labor/Management Committee.

C. VICE-PRESIDENT. The Vice-President shall have the following powers and duties:

1. To serve as a member of Presidential Consultation, Labor/Management Committee, Contract Administration and All College Council.
2. To assume the office of President if it becomes vacant.
3. To chair the Nominating Committee for the BCAHE elections and to propose candidates for elective positions to the Executive Council and to other college contracted committees, after consulting with the President.
4. To represent the Association at the AHE Caucus and UniServ Meetings.

5. To assume such Presidential duties as may be delegated to achieve an effective transition.

D. **SECRETARY-TREASURER.** The Secretary-Treasurer shall be bonded at the expense of the Association and serve as Corporate Secretary and Treasurer. The Secretary-Treasurer shall perform the duties of the office at the direction of the President, according to the policies of the Association and may communicate directly to the Executive Council and the Association and shall have the following powers and duties:

1. To assist the President in the administration of the activities of the Association.
2. To ensure the maintenance of adequate records of all proceedings of the Association.
3. To ensure Association compliance with requirements for affiliation.
4. To be responsible for all functions relative to membership in the Association and ensure the maintenance of accurate records of Association membership.
5. To serve as ex-officio member of the Nominating Committee (Article IV, Section II).
6. To supervise all elections and to call special elections as vacancies require.
7. To have official custody of all funds of the Association.
8. To exercise general supervision over the receipt and disbursement of all funds of the Association.
9. To prepare the annual financial budget and make periodic budget reports to the members and to the officers of the Association.
10. To supervise the preparations of such other financial reports as may be required by the Association.
11. To approve by signature all expenditures of money approved by the President and drawn on the Treasury.

Section V

CHIEF NEGOTIATOR.

A. Appointment. He/she shall be appointed by the President with concurrence of Executive Council for a term of one year.

B. Powers and Duties.

1. To attend Executive Council meetings as needed ex-officio, non-voting.
2. To bargain in formal bargaining and be the principal spokesperson at the bargaining sessions.
3. To work to achieve the bargaining objectives of the Association, according to priorities and parameters defined by the Executive Council, at the direction of the President, in consultation with the Bargaining Team.

ARTICLE IV. EXECUTIVE COUNCIL

Section I (as amended May 2015)

MEMBERS. The Executive Council shall be composed of the Officers of the Association and

six members, a minimum of two of whom are adjunct faculty, elected-at-large. The Association president shall appoint an additional member-at-large if required by Affirmative Action according to NEA/WEA Guidelines. All members of the Executive Council shall be active members of the Association.

Section II (as amended May 2008)

ELECTION. Executive Council members shall be elected by the Association by the end of Winter Quarter every year and shall assume the duties of their respective offices immediately upon the ratification by the membership of the fall bargaining settlement.

Section III

TERM OF OFFICE. Executive Council members may succeed themselves. Term of office shall be one year for members elected-at-large.

Section IV

DUTIES AND FUNCTIONS OF THE EXECUTIVE COUNCIL

A. General Duties

1. To represent members of the Association (Instructional, Non- Instructional, Academic, Occupational, etc.) and serve as the policy-making body of the members of the Association.
2. To establish and review policy and procedure for Association activities with respect to Bellevue College programs and budgets.
3. To establish and review policy and procedure for fiscal matters, including annual budget and expenditures.
4. To exercise proper jurisdiction over all issues which have contractual impact which may arise in other college forums, committees or groups.
5. To formulate Association policy concerning issues of interest which may arise in various forums and groups.
6. To approve by concurrence with the President the appointments of representatives or delegates to meetings, conferences and conventions.
7. To approve by concurrence with the President appointments, make-up and charges to positions, committees or task forces.
8. To recommend Association objectives to general membership.
9. To act as advisor to the President.
10. To negotiate and approve contracts with Association employees.
11. To establish and review the development and administration of the Agreement and to set parameters and priorities concerning bargaining.
12. To designate council members to be responsible for various functions and duties including adequate and timely communication to the Organizational Units and to be ex-officio members of any groups charged with implementing the function or duty.

13. To ensure conformance of all Association activities to NEA/WEA Affirmative Action Guidelines.
- B. Regular Functions. Regular functions shall be performed in one of three ways; by the Council as a whole; or by a member of the Council designated by the Council; or by an appointee to be nominated by the President and approved by the Council.
1. Contract Administration. To promote and protect the understanding, interpretation and enforcement of the contract and the rights guaranteed therein; through such communications, advocacy, mediation, fact-finding or grievance procedures, committees or activities as may be necessary. To decide the extent of funding of particular grievances.
 2. Contract Development. Ensure development of contract proposals.
 3. Contract Bargaining. To approve the membership and make-up of the Bargaining Team, to clarify bargaining parameters and priorities and to approve or disapprove the Tentative Agreement prior to submission of the Tentative Agreement by the Team to the membership.
 4. Bellevue College Budgets.
 - a. To serve as a communication link between the Board of Trustees, President's Staff, Deans' Offices, Divisions, Students Services, Library Media and the Association on all budget issues.
 - b. To ensure coordination of any faculty budget proposals at the President's Staff level.
 - c. To ensure provision of budget information to the Bargaining Team.
 5. Programs.
 - a. To ensure communication, coordination and/or direction of Association activities in relation to Instructional Cabinet and Students Services Cabinet.
 - b. To ensure representation of faculty position(s) on college goals.
 - c. To ensure monitoring of program review and accreditation activities.
 6. Professional Issues. To ensure communication, coordination and/or direction of Association activities in relation to the following issues and/or related College Committees:
 - a. Tenure and Tenure Review Committee.
 - b. Professional Development and the Sabbatical Leave Committee and any Professional Development Committee.
 - c. Dismissal Review Committee.
 - d. Professional Workload Standards and Agreements.
 - e. Personnel Assessment/evaluation Standards and Agreements.

Section V

EXECUTIVE COUNCIL MEETINGS

Meetings shall be held every two (2) weeks during the academic year, as called by the

President, or as needed. Meetings shall be open unless an executive session is required for discussion of bargaining or issues pertaining to confidential individual rights or personnel. At least 24-hour notice of all regular and special meetings shall be given.

ARTICLE V. ASSOCIATION MEETINGS

There shall be such membership meetings as are called by the Executive Council or the President or by petition of twenty percent (20%) of the members. There shall be a meeting to approve the concepts and goals of bargaining, a meeting to ratify tentative contract agreements, and establish local dues.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section I

BALLOTING. All election dates shall be set by the Executive Council consistent with the Constitution and By-Laws. The Secretary-Treasurer shall prepare the ballots and attend to such other details as necessary to implement the balloting. Ballots shall be counted by two officers or members of the Executive Council who are not candidates for office.

Section II (as amended May 2015)

VACANCIES. In case an office becomes vacant, with the exception of Immediate Past President, a special election will be held within thirty (30) days of the vacancy or, in the event of vacancy during summer at the discretion of the Executive Council, the special election may be held within thirty (30) days after the beginning of fall Quarter.

Executive Council member-at-large vacancies of two quarters or less may be filled by appointment by the President.

Section III (as amended May 2008)

NOMINATIONS. Nominations for Executive Officers and Executive Council members-at-large shall be made to the Secretary-Treasurer by any member of the Association and/or by a nominating committee. Nominations shall be closed at least one (1) week prior to the elections and a list of candidates published.

A nominating committee, chaired by the BCAHE Vice-President and including no more than three members appointed by the Executive Council shall oversee the nomination process and recruit additional candidates for positions that do not have sufficient nominees. The nominating committee will attempt to recruit at least two candidates for each office. The same procedure will be followed in the event an office becomes vacant.

ARTICLE VII. TRAINING OF OFFICERS AND THE EXECUTIVE COUNCIL

Section I

MEETINGS. It shall be the duty of all newly elected officers upon the date of their election until they take office to serve as ex-officio, non-voting members of the Executive Council.

Section II

ACTIVITIES. It shall be the duty of the outgoing officers and the Executive Council to adequately prepare, in spring quarter, the incoming officers and members-at-large for their duties. Such preparation shall include training sessions, participation (non-voting) in the Executive Council, distribution of agendas, minutes, policies, working drafts, etc. The objective of such training will be to provide an orderly transition from the old to new personnel.

ARTICLE VIII. REMOVAL FROM OFFICE

Any elected officer or at-large member of the Executive Council may be removed from office by a two-thirds in-person vote of the total membership at a meeting duly called for that purpose. Such meeting shall be established by the Executive Council within fifteen (15) days of receipt of a petition signed by fifty-one (51%) of the membership, which states the intent and general basis for the proposed removal. The Executive Council shall establish who will preside at such a special meeting. The officer or Executive Council member-at-large in question shall have the right to ask questions and refute statements and to speak or appoint others to speak on his/her behalf.

ARTICLE IX. AMENDMENTS

Section I

PROPOSAL. Amendments to this constitution may be proposed by any member of the Association, provided that the amendment is presented in writing.

Section II

NOTICE AND PUBLICITY. After an amendment or amendments to the Constitution have been proposed, a copy thereof shall be delivered or mailed or otherwise made public to each member of the Association. Such delivery, mailing, or publication must be completed at least fifteen (15) days prior to the regular or special meeting at which the amendment is to be voted upon. Publication shall include the hour and date of the general or special meeting or date and time of the poll.

Section III

ADOPTION. Any amendment may be adopted by the affirmative vote of two-thirds of the members present (or represented by written proxy) and voting provided that such vote is taken at a regular meeting or a special meeting for this single purpose or as a result of two-thirds affirmative signed vote from a poll conducted by the President and Vice President, provided that Section II of this article has been complied with.

Section IV

EFFECTIVE DATE. An amendment to this Constitution shall become effective immediately upon its adoption unless otherwise provided for in the amendment.

Section V

RECORDING OF AMENDMENT. Any new amendment or changes to the Constitution shall be appended to this Constitution within 10 days, as a permanent record.