

**On October 31st, 2023, your Executive Council voted to recommend the following slate of amendments to the BCAHE Bylaws and Constitution.**

The intention of the combined amendments is to reorganize operations to move work previously completed by our Office Manager into released officers' duties. The key constitutional changes divide the Secretary-Treasurer role into a separate Secretary and Treasurer, absorbing the previous Office Manager duties. The key bylaws amendments define the release for the Secretary at 0.3333 FTE annually and Treasurer at 0.6666 FTE annually. Additionally, the President's, Vice President's, and Adjunct Affairs Officer's job duties would be amended to reflect ongoing practice of keeping posted office hours. Finally, there are a small number of edits for gender-neutral language.

The amendments will come before the membership for a vote at our General Membership meeting on November 15<sup>th</sup>, 2023 at 2:30pm.

THIS DOCUMENT CONTAINS THE REDLINE TEXT WITH TRACKED CHANGES. A version featuring only the new language is also available on the BCAHE website.

## **Proposed amendments to the BCAHE Constitution**

Article III. OFFICERS AND LEAD NEGOTIATOR (as amended February 2022)

Section I (as amended February 2022)

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

Section II (as amended February 2022)

QUALIFICATIONS. The positions of President, Vice-President, ~~and Secretary~~, and Treasurer shall be open to any active member of promoted adjunct faculty or promoted full-time rank.

Section III (as amended February 2022)

ELECTION, TRANSITION AND TERM OF OFFICE.

A. Terms of Office. President, Vice-President, Secretary, ~~-~~Treasurer, and Adjunct Affairs Officer shall hold office for one year.

B. Election. The President-Elect, Vice-President-Elect, Secretary-Elect, Treasurer-Elect, and Adjunct Affairs Officer-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.

Section IV (as amended February 2022)

POWER AND DUTIES

A. PRESIDENT. The President shall have the following powers and duties:

...

6. To approve conjointly with the ~~Secretary~~-Treasurer by his/her/their signature all expenditures or money drawn on the treasury.

...

17. To perform such duties as may properly pertain to his/her/their office, as provided elsewhere in the By-Laws or standing rules.

...

[ADD] 20. To keep regular, posted, weekly office hours during Fall, Winter, and Spring quarters.

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

[ADD] 6. To keep regular, posted, weekly office hours during Fall, Winter, and Spring quarters.

D. SECRETARY-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 oversee the office manager~~

2.1. To assist the President in the administration of the activities of the Association.

~~3.2.~~ To ensure the maintenance of adequate records of all proceedings of the Association.

~~4.1. To ensure Association compliance with requirements for affiliation.~~

~~5.1. To be responsible for all functions relative to membership in the Association and ensure the maintenance of accurate records of Association membership.~~

~~6.3.~~ To serve as ex-officio member of the Nominating Committee (Article IV, Section II).

7.4. To supervise all elections and to call special elections as vacancies require.

~~8.1. To have official custody of all funds of the Association.~~

~~9.1. To exercise general supervision over the receipt and disbursement of all funds of the Association.~~

~~10.1. To prepare the annual financial budget and make periodic budget reports to the members and to the officers of the Association.~~

~~11.1. To supervise the preparations of such other financial reports as may be required~~

~~12.1. by the Association.~~

~~13.1. To ensure that all expenditures of money are transacted as approved by the Executive Council.~~

14.5. To maintain and update the Association website.

6. To oversee the production and distribution of the Association quarterly newsletter.

7. To keep minutes for Executive Council meetings and record votes from General Membership meetings.

~~15.8.~~ The offices of Secretary and Treasurer may be held by the same person if one candidate prevails in both elections. In such cases, the person holding the two positions would have one vote in all situations in which officers are called upon to vote.

E. ADJUNCT AFFAIRS OFFICER. The Adjunct Affairs Officer shall have the following powers and duties:

3. To perform outreach to Bellevue College adjunct faculty via ~~office hours and~~ workshops.

[ADD] 11. To keep regular, posted, weekly office hours during Fall, Winter, and Spring quarters.

F. TREASURER. The 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 ensure Association compliance with requirements for affiliation.

2. To be responsible for all functions relative to membership in the Association and ensure the maintenance of accurate records of Association membership, including oversight of dues.

3. To have official custody of all funds of the Association.

4. To exercise general supervision over the receipt and disbursement of all funds of the Association.

5. To prepare the annual financial budget and make periodic budget reports to the members and to the officers of the Association.

6. To supervise the preparations of such other financial reports as may be required by the Association, including interacting with outside accountants to ensure the preparation of relevant tax filings.  
~~by the Association.~~

7. To ensure that all expenditures of money are transacted as approved by the Executive Council.

8. To be responsible for the Association's bookkeeping, expenditures, and to pay invoices and other bills as needed.

9. To take primary responsibility for stocking the Association office with supplies and hospitality items.

10. To file annual renewals for all subscriptions and licenses as necessary.

11. The offices of Treasurer and Secretary may be held by the same person if one candidate prevails in both elections. In such cases, the person holding the two positions would have one vote in all situations in which officers are called upon to vote.

## Article VI. NOMINATIONS AND ELECTIONS

### Section I (as amended June 2021)

BALLOTING. All election dates shall be set by the Executive Council consistent with the Constitution and By-Laws. Elections will be conducted as locally determined, except in cases where the NLRB rules demand otherwise. The Secretary-~~Treasurer~~ shall make voting tally records available upon request.

### 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.

## 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~~their behalf.

## Proposed amendments to BCAHE Bylaws

### ARTICLE III. DUES AND FINANCES (as amended June 2023)

#### Section II

FISCAL YEAR AND BUDGET. The fiscal year of the Association will extend September 1 to August 31. A preliminary budget will be submitted by the ~~Secretary~~-Treasurer to the Executive Council for approval. The proposed annual budget shall be published two (2) weeks prior to its approval by the Executive Council.

ARTICLE VI. RELEASE TIME and STIPENDS (as amended February 2022)

Section I

3. Secretary/~~Treasurer~~: The Association shall pay an annual stipend equivalent to 0.333 FTE paid at Category C of the adjunct pay schedule. Payment shall be made as a release if available or stipend if preferred by the recipient or if additional releases from the college are unavailable.

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[Add] 5. Treasurer: The Association shall pay an annual stipend equivalent to 0.666 FTE paid at Category C of the adjunct pay schedule. Payment shall be made as a release if available or stipend if preferred by the recipient or if additional releases from the college are unavailable.