



San Bernardino Community College Teachers' Association (SBCCDTA) - BYLAWS

I. Name and Location

The official chapter name shall be the San Bernardino Community College District Teachers' Association/CCA/CTA/NEA, in San Bernardino County.

II. Purposes

The primary goals of this Association shall be:

- A. To represent members of the District faculty in their relations with their employer and to be the exclusive representative of the faculty in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, safety, and other terms and conditions of employment;
- B. To provide meet and consult opportunities for continuous study and action on collective bargaining matters and other issues under union purview;
- C. To provide a means of representation in an equitable and inclusive manner for our diverse membership. Diversity, equity, inclusion, and anti-racism are woven into our union's fabric. As an Executive Board, we honor this legacy and will work to grow this tradition. We pledge to our members, as well as our District partners, that our organization's advocacy will be data-informed, utilize an equity lens, and will reflect thoughtful consideration of how best to improve our community. Celebrating cultural breadth and varied lived experiences signals our chapter's strength. Together, we strive to uplift and amplify everyone's dignity, voice, and prosperity.
- D. To promote inclusive professional attitudes and ethical conduct among faculty members;
- E. To encourage cooperation and communication between the faculty and the various college constituencies;
- F. To foster fellowship among all faculty;
- G. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
- H. To provide an opportunity for continuous study and action on problems of the profession to advocate and take action on all matters pertaining to public education;
- I. To promote cooperation and communication between education support professionals and certificated educators;
- J. To promote professional attitudes and ethical conduct among members;
- K. To encourage cooperation and communication between the profession and the community; and

III. Affiliation

The Association shall be:

- A. An affiliated chapter of the Inland Empire UniServ;
- B. An affiliated chapter of the Community College Association (CCA);
- C. A chartered chapter of the California Teachers Association (CTA) and member of the CTA Region IV San Gorgonio Service Center Council;
- D. An affiliate local chapter of the National Education Association (NEA).

IV. Membership

A. Statuses:

1. The primary category of membership shall be Active members.
 - a. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work (e.g., instructor, librarian, coordinator, counselor) as a regular, contract, full-time temporary, and/or part-time faculty member of the San Bernardino Community College District, and whose primary assignment does not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.
 - b. Only Active Members shall be eligible to vote in elections. Active Members shall have access to special services, assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
2. Non-member: Non-members shall not be eligible for Active Member entitlements, other than those provided by law. Unless otherwise expressly provided by law, non-members shall have no rights or privileges within this Association.
3. Associate Membership: Administration, classified, and management personnel, may elect to pay CTA/NEA dues to become Associate Members. Associate members shall not be eligible for all Active Member entitlements, as stipulated in number 1 above.

B. Membership is granted to applicants that have completed and signed CTA's application form and are current in their due's payment.

C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.

D. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

E. Active members shall adhere to The Code of Ethics of the Education Profession as its provisions apply to community college faculty. The Full Code of Ethics can be found here: www.nea.org/resources-library/code-ethics-educators

F. The rights and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic identity, national origin, marital status, disability, gender identity, gender expression, or sexual orientation.

G. Any and all disciplinary matters shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the governing body

H. Members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.

V. Dues, Fees, and Assessments

- A. The basic annual dues for Active Members represented in the bargaining unit shall include local (chapter) dues sufficient to cover normal operating expenses of the Association, and the dues of CCA, CTA, and NEA.
- B. Local dues shall be determined by May 1 of each year. Any change in local dues and fees, and the assessment of special levies, must be submitted by the Executive Board to a vote by the general membership. Approval shall be by a simple majority of the votes cast.
- C. Annual dues may be paid in full by cash payment within thirty days of the starting date of the academic year, or in other monthly installments as negotiated by the district and bargaining unit.
- D. Active members who are on leave at reduced pay may keep their membership active by paying adjunct dues on a tenthly basis for the duration of their leave. It is the member's responsibility to contact the union and payroll to complete the required dues process.
- E. Membership shall be continuous after initial enrollment until delinquent, or until a change in professional status shall make the member ineligible for membership. If by October 31 of any academic year a full-time member has neither paid the annual membership dues for the current year nor made arrangements for payroll deduction, then that person's active membership shall be considered delinquent, and their name shall be dropped from the rolls according to CTA mandates.

VI. Policy-Making Body and Meetings of the General Membership

- A. The policy-making body of this Association shall consist of the Active members of the Association.
- B. The budget of the Association shall be adopted by the Active membership at the first regular meeting of the academic year.
- C. Grievance procedures shall be approved by the Active membership.
- D. There shall be at least one general membership meeting per semester; the time and place of such meetings to be decided by the Executive Board.
- E. Meetings of the Association may be called by the President, three members of the Executive Board, or by a written petition of twenty percent (20%) of the membership.
- F. The policy-making body shall
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of ad hoc committees and/or task forces including the membership of those bodies as recommended by the Executive Board; and
 - 4. Establish the dues of the Association. (Clauses 1-4: CTA Bylaws, Article V, section 1) G. A quorum for all meetings of the Association shall consist of a majority of all Active members. (CTA Bylaws, Article V, sections 8 & 9)
- H. Notices of the Association meetings including date, place, time, and purpose of the meetings shall be made via email or print form to all members of the Association at least three days before the meeting to enable part-time faculty notification.
- I. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify members of the meeting dates, places, and times. J.

General Membership meetings may be held online (e.g., Zoom), provided that all Active members are invited to be a part of the meeting with the ability to ask questions and hear all responses. Voting on action items during an online meeting is permitted, by approval of the majority of members in attendance at the beginning of the meeting. K. Special meetings of the Association shall be called by the President or by petition containing the signatures of twenty percent (20%) of the Active membership for a specific purpose, and no business other than that for which the meeting is called may be transacted; notification of the Active members shall be done in accordance with the procedure in VI.F.

L. Quorum for General Membership meetings of the Association shall be equal to the number of members on the Executive Board plus five additional members.

M. The Executive Board shall meet prior to each regular meeting of the Association, monthly during the academic year, and at such other times, as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board, to conduct the business of the Association between meetings of the Active members of the Association.

VII. Executive Board

A. The Executive Board shall consist of the following positions:

1. District-wide President, Secretary, and Treasurer, elected at large;
2. College officers and representatives elected by the membership from each respective campus. Faculty who are employed at both campuses can only vote to represent one campus;
 - a. First Vice President, who shall be at the alternate college from the President, to be voted in by the candidate's respective campus;
 - b. Second Vice President, who shall be from the same college as the President, to be voted in by the candidate's respective campus;
 - c. Two full-time faculty Representatives from each college campus;
 - d. One part-time (adjunct) faculty Representative from each college campus.

3. Non-Voting, ex-officio Members of the Executive Board:

- a. One Grievance Chairperson from each college campus, nominated by the President and appointed by the Executive Board;
- b. The Immediate Past President (one year only) if willing to serve;
- c. The Negotiating Team Chairperson or designee from the Negotiating Team;
- d. Any member of the Association who is serving as an elected officer or board member of CCA, CTA, and/or NEA.

4. The Executive Board shall adhere to the one-person-one vote policy in that the vote of each member of the Executive Board shall carry equal weight.

B. Eligibility to Serve

1. All members of the Executive Board shall be and remain Active members as a condition for nomination to and service in this position.
2. Members of the Board shall be nominated by and elected from the Active membership of the Association by open nominations and secret ballot.

Electronic voting will be preferred delivery with the option of mail-in ballots, mirroring CTA and CCA process.

3. All positions shall be open to any Active member; all positions agree to have served on the board previously or will attend suggested trainings and conferences in order to successfully fulfill their positions and provide knowledgeable representation for members. All positions are open to general, active members with the following exceptions:

- a. Vice President must be a member at the respective college;
- b. Full-time representatives shall be full-time faculty from the respective college;
- c. Part-time representatives shall have the majority of their load as faculty from the respective college.
- d. Grievance officers shall have previously served for a full term as an officer of the SBCCDTA executive board or agree to participate in training offered by the CCA and CTA, as soon as possible.
4. Members of the Executive Board shall serve a term of two years; new terms begin on July 1st.
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association.
6. If a vacancy occurs in the office of the President:
 - a. The First Vice President shall assume the office; the Second Vice President shall become the First Vice President, leaving the Second Vice President a vacancy and a special election shall be held to fill the position.
 - b. If the First Vice President does not fill the position, the Second Vice President shall fill the vacancy, leaving both First and Second Vice Presidents as vacancies and a special election shall be held to fill the positions.
7. In the event a vacancy occurs in the other offices, a special election of the Association shall be called to elect a successor.
8. The chapter shall follow elections procedures as outlined in the Association's elections manual as guided by the CTA. The Elections Officer shall take the primary responsibility of maintaining a current manual.

2 General Duties and Responsibilities

7. The Executive Board shall:

- a. Coordinate the activities of the Association and foster transparency through open communication within the Association;
- b. Regularly inform the membership of the Board's actions;
- c. Set dues for the Association and levy special assessments, as needed;
- d. Approve the annual budget of the Association no later than the first regular Board meeting of the academic year and present a tentative budget to the Association membership during the Fall semester;
- e. Direct the bargaining activities of the Association, with consideration/input from the active membership;

- f. Discuss and approve by majority vote all nominations to all committees, including chairs;
- g. Direct and act upon the grievance activities of the Association;
- h. Make recommendations to be acted upon by the membership;
- i. Report its actions and the status of Association matters to the membership at least biannually;
- j. Hold regular monthly Board meetings during the academic year and as needed during the summer months;
- k. Hold a summer Board Planning Session for the purpose of planning, training, and other work as determined by the board;
- l. Carry out the day-to-day business of the Association;
- m. Call meetings of the general membership;
- n. Provide opportunities for professional leadership training to Association's executive board, committee chairs, and interested members;
- o. Adopt the local Standing Rules for the Association;
- p. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws.

9. Quorum for meetings of the Executive Board shall be a majority of the Executive Board that is also composed of a majority of elected chapter officers.
10. Notices and agendas for all meetings of the Executive Board shall be sent to all members of the Board at least three days prior to the meeting date.
11. The place and time of meetings are to be decided by the Executive Board.

D. Parliamentary Authority: Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association and those of the Executive Board.

VIII. Terms and Duties of Officers and Executive Board Members

- A. The Executive Board shall meet prior to each regular meeting of the Association and at such other times, as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board, to conduct the business of the Association between meetings of the Active members of the Association.
- B. Terms
 1. The terms of all Executive Board members shall be 2 years and start on July 1st and end on June 30th of even numbered years.
 2. Unless unusual circumstances dictate otherwise, all terms shall begin on July 1st.
 3. Officers are limited to two consecutive terms at a time; a minimum of one year must transpire before a member can run for the last position served.
- c. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
 1. Call meetings of the Association and the Executive Board;
 2. Preside at all meetings of the Association and Executive Board; 3.

Prepare the agendas for all meetings of the Board and the membership;

4. Be the official spokesperson for the Association;
5. Adhere to the governance documents of the Association, CCA, CTA and NEA, the Colleges and the District;
6. Order the payment of funds as necessary.
7. Manage grievance procedures alongside the campus grievance representative in accordance with contractual stipulations.
8. The President shall be the chief executive officer of the Association and its policy advocate.
9. Suggest policies, plans, and activities for the association and be held responsible for the progress and work of the Association;
10. Nominate all chairpersons and members of committees, including the bargaining team, with the approval of the Executive Board;
11. Attend or send a designee to meetings of the Service Center Council of which the Association is a part;
12. Attend other CCA/CTA/NEA meetings as directed by the Executive Board or membership;
13. Serve as the primary SBCCDTA representative, or appoint a designee, to all conferences and councils of the Community College Association (CCA).
14. In the event of their absence, designate one of the Vice Presidents to chair meetings of the Executive Board; if the president is unable to designate, then the Executive Board shall choose which VP will chair the meeting(s) in the president's absence; and
15. Have previous experience on the union board or participate in CTA and CCA training.

C. The First Vice President shall:

1. Serve as assistant to the President in all of their duties;
2. Assume the duties of the President in the absence of the President;
3. Coordinate all Association activities on their respective campus/college with the other members of the Executive Board, particularly the representatives at their respective campus/college;
4. Attend, or send a designee, to meetings of the campus Academic Senates as liaison for the Association, especially when matters of the Union need clarification or Academic Senate advice; and
5. Serve as co-chairperson of the Association Membership Committee; be responsible for the formation and distribution of the association's calendar of activities.

D. The Second Vice President shall:

1. Serve as assistant to the President in all of their duties;
2. Assume the duties of the first Vice President in the absence of the President;
3. Coordinate all Association activities on their respective campus/college with the other members of the Executive Board, particularly the representatives at their respective campus/college;
4. Attend, or send a designee, to meetings of the campus Academic Senates as liaison for the Association especially when matters of the Union need clarification or Academic Senate advice; and

5. Serve as co-chairperson of the Association Membership Committee; be responsible for the formation and distribution of the association's calendar of activities.

E. The Secretary shall:

1. Calendar and share scheduled meetings with the board and necessary constituents, and keep a careful and accurate record of the proceedings of each regular or special Association meeting and meetings of the Executive Board;
 - a. Minutes shall include date and place of meeting and time convened;
 - b. Minutes shall be kept in perpetuity;
2. Maintain an accurate roster of and address label files for membership of the Association;
3. Carry on the correspondence pertaining to the affairs of the Association; and
4. If the Secretary is unable to attend a meeting, they will coordinate with the President to arrange a substitute.
5. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the Active membership and the Executive board.

F. The Treasurer shall:

1. Receive all general account and PAC funds belonging to the Association and be responsible for maintaining an accurate accounting;
2. Pay out such funds upon direction of the President and approval of the Executive Board;
3. Disburse PAC funds upon authorization of the Executive Board;
4. Keep an itemized account of receipts and expenditures;
5. Cosign with the President or other designated cosigners all checks drawn on Association accounts;
6. Provide a written report on the financial status of the Association at each regularly scheduled Executive Board meeting and Association meeting;
7. Submit information and financial reports to the chapter, CCA, CTA, NEA, Secretary of State (FPPC), IRS, Franchise Tax Board, and other agencies as required by law;
8. Conduct or coordinate an annual audit of the books of the Association and distribute a summary of this audit to the Executive Board; and

G. The Representatives shall:

1. Serve as the central contact for campus constituents and act as liaison for members to the Executive Board;
2. Provide information and serve as a resource for members of their constituency in the spirit of maintaining transparency through open communication with the Executive Board and the members of the Association;
3. Work in conjunction with the district-wide President and/or appropriate vice presidents
4. Encourage membership in the Association and serve on the Membership committee at their respective campus/college: Attend campus events e.g. Fall orientation and other public forums to recruit additional colleagues to join the SBCCDTA.

H. Attendance

Voting Executive Board Members shall:

1. Attend all meetings of the Executive Board;
2. Communicate regularly with their constituencies and represent the views of that constituency;
3. Serve on one or more Association committees;
4. Represent the Association on District-wide and other campus leadership committees;
5. Assume such duties as assigned by the Executive Board.

I. Absences and Vacancies

1. A member of the Executive Board shall be considered excused from the regular meetings upon direct communication with the chapter president,
2. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association.
3. Any special election to fill a vacancy shall be conducted by the Elections Committee and shall be held in accordance with the Association's Elections Manual.
4. Recall
 - a. An Association officer or representative shall be subject to a recall election upon the presentation to the SBCCDTA Executive Board of a petition bearing the signatures of 30 percent of the members who are represented by that officer or representative.
 - b. All recalls shall follow the Association's Elections Manual for recalls.

IX. Elections

- A. The Chapter shall follow and members are entitled to the rights contained in the 'CTA Requirements for Chapter Election Procedures' published annually with the CTA Elections Manual. The chapter president must provide all Active members an opportunity to vote for Executive Board elections and contract ratifications when the board deems a ratification vote necessary. Chapter presidents do not have the option of deciding that elections for board positions shall not be held.
- B. Online voting for chapter elections and contract ratifications shall be permitted, in accordance with any requirements by CTA. A mail-in option shall be provided when online voting is used.
- C. The chapter shall follow the procedures in the Association's Elections Manual.

D. Assurances

1. The chapter president must ensure that all elections are held within appropriate and timely timelines and must provide Active members an opportunity to vote in elections.
2. Elections for the Executive Board shall be conducted with
 - a. Open nomination procedures for 10-14 calendar days;
 - b. Information available to all members for 10-14 calendar days prior to the election dates;
 - c. Secret ballot available to all members for 10-14 calendar days;

- d. All Active members may vote; active membership is granted to faculty that have completed and signed the CTA's application form and are current in their due's payment;
- e. Record of voters receiving or casting ballots; and
- f. Majority vote, unless otherwise specified per CTA elections manual mandate.

3. Contract ratification votes shall be conducted with:

- a. Information available to all members for at least 3 days prior to the election dates;
- b. Secret ballot available to all members for a minimum of 4 days; and
- c. Majority vote of total votes cast, unless otherwise specified.
- d. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines.

X. Committees and Task Forces

- A. The Association shall maintain the following as standing committees: Elections, Negotiations, and Membership and Outreach; subcommittees or ad hoc committees may be established temporarily in consultation with the president.
- B. Each committee shall provide monthly reports to the Board at the regularly scheduled Board meeting.
- C. Committees, except as otherwise provided in these bylaws, shall be established and discontinued by the Executive Board;
- D. Committee Chairpersons and committee members shall be nominated by the president and approved by the Executive Board. Removal of chairpersons and/or committee members must be approved by majority vote of the Executive Board.
- E. Elections Committee
 - 1. An Elections Committee shall be appointed at the beginning of each academic year.
 - 2. The Elections Chair shall be appointed by the President and approved by the Executive Board; a co-chair shall be appointed as needed;
 - 3. The Chair shall:
 - a. Coordinate training for the committee with the president and CTA staff;
 - b. Serve as a liaison with the online voting vendor, if the election is being held online.
 - c. Ensure that all CTA or CCA elections policies are being followed, as incorporated into the Association's Elections Manual;
 - d. Ensure the secure handling of all ballots, ballot boxes, and other elections materials;
 - e. Certify, with the committee members, the election results, complete the Teller's Report using the CTA or CCA template, and convey the results to the Association president and secretary; and
 - f. Ensure the Teller's Report is posted and/or distributed to membership.
 - 4. The Committee shall be composed of at least three (3) members who are not on the Executive Board and who are not seeking election;

5. Charge: The Committee ensures that elections are conducted in a fair and impartial manner in accordance with the Association's Elections Manual guidelines;
6. The duties of the Elections Committee shall be to:
 - a. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 - b. Establish and publish election timelines;
 - c. Develop and carry out timelines and procedures;
 - d. Prepare ballots for election of officers and such other elections as may be necessary;
 - e. Count the ballots and certify the results; and
 - f. Handle initial challenges.
7. The calendar for the election shall be established by the Elections Committee and all elections shall be conducted in accordance with the Association's Elections Manual.
8. Chapter elections for the Executive Board shall be completed no later than May 1st; contract ratifications may take place at any time during the academic year.
9. All elections shall be conducted by secret ballot. A plurality of votes cast shall constitute a candidate's election.
10. The Elections Committee will prepare the ballot for the election; the chair shall forward such information to the online voting vendor if the election is taking place online.
11. Any Association member who is a candidate on the ballot or whose immediate family member is a candidate shall not serve on the Election Committee for that academic year.

F. Bargaining Committee and Negotiations Team

1. A bargaining committee (outside of the negotiations team) may be appointed. The bargaining committee shall provide support in preparation, research, and the development of proposed language;
2. All members of the bargaining committee shall receive bargaining training from appropriate CTA staff prior to or during their first year on the committee, with appropriate follow-up training as determined by the Executive Board; 3. The chapter shall pay expenses for all members of the bargaining committee to attend the annual CTA UCLA Summer Institute or CCA bargaining trainings;
4. The Negotiations Team (regular and alternate members) shall
 - a. have the responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the active membership.
 - b. be empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership;
 - c. represent and bargain for the bargaining unit;
 - d. be open for any Active member to join;

- e. be appointed by the President and approved by the Executive Board.
- f. attend or have attended one of the following:
 - 1) CTA UCLA Summer Institute Advanced Bargaining strand;
 - 2) CCA Bargaining Academy;
 - 3) CCA Building Strong Locals Academy;
 - 4) or another training as approved by the Executive Board
- G. attended one internal orientation workshop on bargaining prior to, or during, their first year;
- H. report its activities to the Executive Board in such form and with such frequency as the Executive Board requires;
- I. survey bargaining unit members to determine the direction of the proposed contract demands, and the results shall be reported to the Association membership.
- J. The Lead Negotiator shall be nominated by the president and appointed by the Executive Board.
 - 1. The Lead Negotiator shall act as the spokesperson for and lead of the negotiating team;
 - 2. Schedule bargaining times with the district;
 - 3. Ensure all negotiating team members are fully informed of the procedures to be followed;
 - 4. Act as the primary liaison with the chapter president and Executive Board;
 - 5. Prepare proposals, reports, tentative agreements, MOUs, updates, and other relevant documentation for the bargaining process;
 - 6. Ensure, along with the chapter president, the confidentiality of the negotiation process in accordance with PERB and EERA regulations;
 - 7. disseminate information regarding bargaining and the activities of the Negotiating Team to the general membership, in consultation with the Executive Board;
 - 8. be the primary signatory on the contract and all Side Letters and MOUs, as directed by the Executive Board.
 - 9. Approve by majority vote the President's appointments and by two-thirds (2/3) vote removal of bargaining team members;
- K. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Negotiating Team.
 - 1. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- L. Agreements reached between the Negotiating Team and the San Bernardino Community College District shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership.
- M. Political Action/Outreach Committee: The Political Action Committee (PAC) shall:
 - 1. Propose strategies to support Board of Trustees candidates and policies that will further the interests of the Association;

2. Conduct outreach to members and Executive Board for participation in election activities;
3. Propose the expenditure of PAC funds in furtherance of the interests of the Association;
4. Act as a liaison to other political entities, including CCA, CTA, and NEA, at the discretion of the Executive Board;
5. Be responsible for the creation and/or dissemination of political materials to the membership, the public, and the media, under the direction of the Executive Board

N. Membership Committee: The Membership Committee, co-chaired by the Chapter Vice Presidents, shall:

1. Maintain and audit district membership lists;
2. Process applications;
3. Promote membership benefits and recruit new members;
4. Organize chapter membership activities to advocate for faculty;
5. Conduct and coordinate chapter outreach to students, classified staff, and community organizations in support of mutual interests.
6. Chapter Website and Email lists
 - a. The committee co-chairs shall coordinate the collection and maintenance of the chapter email list and ensure it is current.
 - b. The co-chairs, in coordination with the committee members and Executive Board, shall maintain the chapter web site and keep it current and relevant.
 - c. The committee may choose to elect a web-coordinator from the committee with the approval of the Executive Board.

O. Task Forces

1. The President shall recommend and the Executive Board establish such task forces as are deemed appropriate for the effective functioning of the SBCCDTA;
2. The term of such task forces shall be limited by time and/or task, up to one year;
3. Task forces may be renewed by the Executive Board at the request of the President or Officers;
4. Task Forces shall be formed when an immediate investigatory or procedural need exists that warrants special consideration outside the purview of the standing committees.
5. Task forces shall be limited to a one-year duration; however, the Executive Board shall review the work of all task forces and choose to extend the duration by another year.
6. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.
7. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.

XI. Grievance Processing

- A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
 - 1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Association's grievance policies and procedures.

XII. Amendments

A. These Bylaws may be amended or appended by a two-thirds (2/3) vote of the Active members participating in the noted session approving, amending, or appending ratifications following these guidelines:

- 1. By an election following appropriate election guidelines;
- 2. At a regular or special meeting of the Association, provided a notice in writing of a proposed bylaw amendment has been submitted to the President and made available to all Active members at the meeting preceding the one at which it is to be voted upon;
- 3. The Executive Board shall review and revise the chapter governance documents at least every three years to ensure adherence to CTA/NEA policies and procedures;
- 4. Any Active member may present an amendment to the bylaws; members are advised to work with the Executive Board to consider and, if appropriate, integrate changes;
- 5. A draft of the bylaw changes shall use a format of bolded or color additions and strikethrough deletions; a draft of the revised bylaws shall be sent to the membership at least one week prior to the election date.