

Standing Rules

Merced College Faculty Association Chapter 770 - CTA/CCA/NEA

Adopted 07/16/2009

1. Fiscal Year
 - a. The fiscal year of the Association shall commence on September 1 and end on August 31.
2. Official Publications
 - a. The official publication of the Association shall be known as Faculty Association News
 - i. The President and/or Executive Board shall have editorial authority of content presented in the Faculty Association News.
 - b. The official publication of the Association on matters pertaining to collective bargaining shall be known as Negotiation Update
 - i. The Representative Council shall have editorial authority of content presented in the Negotiation Update.
3. Association Officers and representatives
 - a. In accepting their respective positions, officers and representatives accept the following obligations:
 - i. To perform all duties set forth in the bylaws of the Association
 - ii. To meet as necessary with Executive Board or individual association officers
 - iii. To participate in Association and CTA training programs for representatives and officers
 - iv. To attempt to enroll each eligible member into the membership of MCFA/CCA/CTA/NEA
4. Negotiations
 - a. Only Association members in good standing shall participate in the decision-making processes for negotiations , including such activities as approval of initial bargaining proposals, discussions of bargaining proposals and procedures, and ratification of tentative contract agreements.
 - i. Unit members who are not members of the Association may consult with the Association on any employment relations matters.
5. Grievance Policy
 - a. The Association recognizes that proper implementation of our Collective Bargaining Agreement can be assured if Association officers, representatives, and members are properly informed and instructed on both the current contract and the grievance procedure and, secondly, the Association officers and representatives assume the responsibility to carefully scrutinize the District's day-to-day relations with unit members. Therefore, the Association sets the following general guidelines for the handling of grievances:
 - i. The Association guarantees the fair treatment of all unit members under the terms of the negotiated agreement.

- ii. The basic objectives of Association support, or initiation of grievances are:
 - 1. Protection of the contract
 - 2. The achievement of sound and fair settlements.
 - 3. The full and prompt processing of all meritorious grievances.
- iii. The Association encourages the settlement of disputes and grievances at the lowest level possible, per the negotiated contract.
- iv. The Association will inform and train its officers and representatives in the proper functioning of the grievance procedure and their responsibility under it.
- v. Responsibility for implementing the foregoing shall be vested in the Executive Board.
- vi. The Executive Board shall determine whether or not the Association should take a grievance to arbitration. Guidelines shall include:
 - 1. Effect on the entire Association
 - 2. Rights of the group/individual.
 - 3. Possible establishment of policy
 - 4. Guard against fraudulent claims
 - 5. The merits of the case.
- vii. The Faculty Association cannot represent or advise one member of the bargaining unit in a grievance against another member of the bargaining unit. Faculty with complaints against another faculty member shall be referred immediately and without comment to the appropriate college body (eg. Area Dean, Academic Senate, College administration.)

6. Budget Guidelines

a. General Guidelines

- i. The budget shall include a contingency reserve, to provide a fund for unforeseen major expenditures (such as binding arbitrations) over budgeted amount. The contingency reserve shall not be less than 20% of annual expenditures.
- ii. All disbursements must be approved by the Executive Board in writing and in advance and shall always be accompanied by substantiation (receipts, conference programs, etc.). Funds shall be disbursed with a majority of approving signatures (3/5) on the check requisition form. The officer requesting reimbursement shall abstain from signing. The primary signatories for checks shall be the president and the treasurer. Checks issued by the Association shall comply with the dual signature policy. In the absence of either the president or the treasurer, the vice president shall furnish the second signature. Should there be a dispute the matter shall be taken to the membership, as described in item 5 above.
- iii. Meal and travel allowances shall be paid only when deemed necessary to conduct Association business and only for reasonable expenses. Allowances shall be approved by the Executive Board in advance unless clearly of an emergency nature.

- iv. If the Executive Board is unable to resolve a dispute as to budget allocation or expenditures, or as to whether a requested reimbursement was for a bona fide emergency; the matter shall be taken to the membership for a simple majority decision. The parties may make oral or written arguments, so long as each side is given an equal opportunity to express views.
 - v. Funds may be transferred between budget categories under the following conditions;
 - 1. Transfers must be approved by a recorded majority vote of the Executive Board
 - vi. The Treasurer shall provide written financial reports (showing actual income, current assets, and expenditures) to the representative Council. The treasurer shall prepare monthly bank reconciliations and shall have them approved in writing by the President. The Treasurer shall issue a year-end report at the first meeting of the new fiscal year.
- b. Budget proposal and categories:
- i. A budget proposal shall be drafted by the Fiscal Affairs Committee (FAC) before the end of the fiscal year. The proposed budget shall be taken to the Representative Council for approval.
 - ii. Categories include;
 - 1. Conferences/Workshops/Association Business
 - a. This category shall cover expenditures for CCA/CTA/NEA workshops directly related to the operation of the Association, as well as other travel expenditures required to conduct Association business. All expenditures shall be pre-approved by the Executive Board.
 - 2. Operations/Administration
 - a. This category shall cover expenditures for the day-to-day operation of the Association. This shall include expenditures such as stipends for officers, postage and office supplies, printing, etc. All expenditures shall be pre-approved by the Executive Board.
 - 3. Meals/Refreshment
 - a. This category shall cover expenditures for refreshments for Association membership meetings; meals during extended negotiation sessions, etc. All expenditures shall be pre-approved by the Executive Board.
 - 4. Contingency Reserve (+20%)
 - a. This category shall provide a fund for unforeseen major expenditures (such as binding arbitration) over the budgeted amounts.

7. Compensation of Officers and Negotiators:

- a. The president shall receive 6 units release time per semester served, in addition to a stipend of \$500 for the summer and \$250 for the winter break.

- b. The executive board officers shall receive the following stipends:
 - i. vice president: \$250 per semester
 - ii. secretary: \$250 per semester
 - iii. treasurer: \$500 per semester and \$250 for the summer break

- c. The Negotiators will receive the following stipends when negotiations are in session:
 - i. chief negotiator: \$1000 per semester
 - ii. negotiator: \$500 per semester

a.