

**BYLAWS
OF THE
LOS RIOS SUPERVISORS ASSOCIATION**

Ratified October 2015, Amended May 2021

These Bylaws are written expressly to implement the Constitution of the Los Rios Supervisors Association and shall not conflict with the Constitution.

I. Membership

Membership shall be extended to all Los Rios Community College District supervisory employees.

II. Dues

- A. The dues shall be \$240.00 per year or as determined by the membership, and is to be paid in monthly installments by payroll deduction.
- B. Base dues may be adjusted once per year to reflect any increases or reductions in the LRSA financial status or anticipated requirements.
- C. New employees shall pay dues from the date of employment.

III. The Fiscal Year

The fiscal year shall be July 1 to June 30.

IV. Fiscal Policy

- A. Non-budgeted expenditures of not more than \$100 may be authorized by the President, for all necessary expenses. Such expenditures shall be reported to the Board at the next meeting of the Board. All other expenditures shall be approved in advance by the LRSA Executive Board.

V. Nominations and Elections

- A. A Nomination/Election Committee consisting of a minimum of four members shall be appointed and announced by the Executive Board.
- B. The Committee shall hold a meeting within ten (10) days after appointment.
- C. The Committee shall nominate one or more candidates for: President, Vice President, Secretary, Treasurer, and Executive Board representatives.
- D. The Committee shall secure the consent of every nominee before announcing their candidacy.

- E. The Committee shall distribute a list of nominees to the membership at least two weeks prior to the elections.
- F. The list of nominees shall be emailed to each member's LRCCD address. At this time additional nominations may be made, provided consent of the nominee has been obtained.
- G. The membership shall vote by secret ballot and a majority vote shall elect. A space will be provided for write-in votes on the ballot and these votes, if properly marked, will be counted.
- H. Election shall be either by 1) vote at a general membership meeting, or 2) vote at membership meetings held on each campus, or 3) vote by email ballot. The method to be used shall be determined by the Board, provided only that this determination shall be made in advance of nominations.
- I. The newly-elected President, Vice President, Secretary, Treasurer, and Representatives, shall be presented to the membership at the conclusion of the election process.

VI. Vacancies

A vacancy shall be declared when 1) an officer or member of the Board submits his/her resignation to the Executive Board, or 2) an officer or member of the Board is absent for three consecutive Board meetings. The Board, at its discretion, may extend the acceptable period of absence.

- A. In event of vacancy in the office of President, the Vice President shall become chair for the duration of the appointment.
- B. In the case of vacancy of an Executive Board member, the Executive Board shall appoint a new member to fill the unfinished term.

VII. Responsibilities of the Executive Board

A. The President shall:

1. Be the chief officer and preside over meetings of the Association and of the Executive Board.
2. Act as chief negotiator and represent LRSA to the Board of Trustees of the Los Rios Community College District and to all other official departments or bodies;
3. Appoint members, and committee chairs as needed, for special projects or committees and serve on sub-committees, except elections committee, with the approval or recommendation of the LRSA Executive Board.
4. Be an ex-officio member of all committees except the Nominations/Elections Committee.
5. Appoint, if desired, a parliamentarian who will have no vote on the Executive Board.
6. Vote only in case of a tie.

7. Advise the membership of Executive Board actions or recommendations.
8. Sign checks drawn against LRSA funds as needed.
9. Report periodically to the membership regarding the progress and standing of LRSA and regarding official acts as President or of the Executive Board.

B. The Vice-President shall:

1. Assist the President and, when necessary, perform the duties of the President.
2. Act as membership chair and shall be responsible for maintaining the membership.
3. Have a vote on Executive Board.
4. Upon resignation of the President, assume the duties of President for the remainder of its unexpired term.
5. Become President the following term.
6. Upon approval of the Executive Board, be authorized to act as a signer of checks drawn on LRSA funds in place of either the President or the Treasurer.

C. The Treasurer shall:

1. Maintain the payroll of membership.
2. Receive, receipt and deposit all monies of LRSA depositing all money so received in the name of LRSA in a financial institution selected by the Executive Board.
3. Prepare all checks. Money shall be withdrawn only by check signed by the President, the Treasurer, or Vice President if approved by the Executive Board.
4. Disburse all monies as directed by the Executive Board.
5. Be responsible for maintaining all LRSA financial accounts including filing all necessary financial statements and keeping an up-to-date record of each member's payment of dues.
6. Keep accurate records of all the financial transactions and all properties of LRSA.
7. Prepare itemized financial reports and budgets as scheduled or requested for:
 - i. Each general membership meeting
 - ii. As required for or requested by the Executive Board

D. The Secretary Shall

1. Keep the minutes of regular meetings of the Association and of the Executive Board and make them available to the membership.
2. Prepare the agenda for each meeting in cooperation with the chair.
3. Conduct official correspondence for the Board, the Association, and maintain official files thereof.
4. Maintain an up-to-date copy of the Constitution and Bylaws.

DI. The Executive Board shall:

1. Consist of the following: the elected representative from each campus, Facilities Management and District Office; the immediate past-President of LRSA so long as he/she remains a member of LRSA; the elected officers of LRSA; and a non-voting advisor if desired and appointed by the Executive Board.
2. Conduct all business for the Association.
3. Act on matters of business which arise between regular meetings of the Association.
4. Make recommendations to be acted upon by the membership.
5. Shall report to membership the results of the all negotiations and any management decisions affecting the Association.

DII. The Negotiation Team Shall:

1. Consist of the President, the Vice President and four other members, appointed by the Executive Board, to ensure all locations are represented.
2. Shall make regular reports to the Executive Board.

VIII. Committees

- A. Committees shall be appointed as necessary.
- B. Each committee shall consist of up to six members ensuring representation from various locations.
- C. Committees shall make such reports as the Executive Board requires.

IX. Internal disputes procedure

- A. Definitions.
 1. Internal Dispute/Disciplinary Action. An internal dispute/disciplinary action is a formal, written allegation by an Association member that the member has been adversely

affected by arbitrary, capricious, or invidious action by the Association, an Association member or the Los Rios Community College District.

2. Member. A member herein refers to any Association member who is in good standing. Members who are in interim, non-supervisory assignments are considered LRSA members so long as LRSA dues continue to be paid while on the interim assignment.
3. Good Standing. Good standing refers to a situation in which a member's dues are current and not in arrears.
4. Day. A "day" for purposes of this procedure is a calendar day.

B. Time limits.

1. A member will be notified in writing of established time limits when a formal dispute or disciplinary action request is made. A member who fails to comply with the established time limits at any step shall forfeit all rights for purposes of that affected internal dispute or disciplinary action to further application of this procedure.
2. Time limits may be extended at the discretion of the Executive Board within the structure of the LRSA Contract.
3. Steps in the procedure may be waived by mutual agreement.

C. Miscellaneous provision. Time and date of any meeting at any stage or level of this procedure shall be established by the Executive Board.

D. Procedural Steps.

1. Informal/Oral. Within 30 days of the time a member knew or reasonably should have known of an event given rise to an internal dispute, the member shall discuss the alleged violation with LRSA President.
2. Formal levels.
 - a. If a satisfactory resolution is not reached within 20 days of the informal/oral step above. The member shall present, within 10 days thereafter, a written complaint setting forth in detail all particulars pertaining to the internal dispute/disciplinary action. The written complaint must set forth any sections of the LRSA Bylaws and Constitution alleged to have been violated, and any reason why the member believes that the Association, an LRSA member, or the Los Rios Community College District, acted arbitrarily, capriciously, or invidiously toward the individual.
 - b. The written complaint shall be filed with the LRSA President, who shall transmit it to the Executive Board. Within 30 days after their receipt of the written complaint, the Executive Board shall communicate their decision on the complaint to the member. The Board, at its discretion, may request a personal conference with the member filing the complaint. Any such meeting shall be by mutual agreement and preferably will occur prior to the Board executing its written decision on the complaint.

- c. Within 15 days after receipt of the decision of the Board, either the member or the LRSA President may submit the complaint to the Board for decision.
 - d. The LRSA Executive Board is empowered to commence any investigations and/or hearings which it deems necessary in matters of internal dispute/disciplinary action. The Executive Board is empowered to review any proposed resolution of any internal dispute by either the President, or by the Executive Board. The Board is empowered to approve, modify or disapprove any proposed resolution of an internal dispute/disciplinary action, and the decision of the Executive Board shall be final and binding on the parties to the dispute.
 - e. All fees and expenses of the complainant member shall be borne by the member, and no party to the dispute shall be responsible for the fees and expenses of any other party.
3. Appeal Procedures for Grievant Regarding Grievances or Disciplinary Action Arising out of Alleged Contract Violations.

As indicated in Article 12, Section 4.2.3. of the Contract, the Association retains the right to determine whether or not to appeal a grievance to any level beyond the District Level (i.e. Level 2 of the Grievance Procedures.) Once such determination has been made by the Association and has been communicated in writing to the grievant, the grievant may, if he/she chooses, appeal the decision to the LRSA Executive Board. Such an appeal shall be filed with the LRSA President and shall state the grounds on which the appeal is being made. The grievant may request to appear before the LRSA Executive Board in closed session to present his/her arguments. The decision by the LRSA Executive Board shall be final. All such appeals shall be handled in a timely manner so as to conform to the deadlines set forth in the Contract.

LRSA shall provide representation for the complainant by providing the contracted counsel for LRSA. The representation shall be provided for the formal level only. No further fees or expenses shall be covered by LRSA without approval of the LRSA Executive Board.

X. Amendments

1. Bylaws may be amended providing the proposed amendment has been presented in writing to the members of the Executive Board for inclusion on the agenda of the next LRSA Executive Board meeting.
2. The proposal shall be offered by ballot to the membership within two weeks after the LRSA Executive Board meeting.
3. A simple majority vote of the LRSA Executive Board shall pass.