

**CONSTITUTION  
OF THE  
LOS RIOS SUPERVISORS ASSOCIATION**

*Adopted: 1976; revised October 1987; revised January 1993; revised October 2015.*

**I. Name**

The name of this organization shall be the LOS RIOS SUPERVISORS ASSOCIATION, herein called LRSA.

**II. Goals and Purpose**

The Los Rios Supervisors Association recognizes that:

- A. LRSA shall be a democratic organization providing support service to the Los Rios Community College District in quality education to the students of the colleges of the District.
- B. LRSA shall work to further the goals of the District and believes in a collaborative, interest-based approach (IBA) for mutually beneficial solutions.
- C. Community interest requires high standards of employee performance and the continual development and implementation of modern and progressive work practices to facilitate improved employee performance and efficiency.
- D. The purpose of this organization, pursuant to the Educational Employment Relations Act commencing with Section 3540 of the Government Code (EERA), is to represent its members in employee-management relations in order to achieve the above.

**III. Membership**

A. Eligibility

- i. Membership shall be open to all employees of the Los Rios Community College District who are in positions categorized in the Supervisor's Unit.

B. Becoming a Member

- i. To become a member, an eligible employee must provide the District with a written authorization that allows the District to deduct the annual dues (dues) from his/her pay as required by LRSA.

C. Dues and Payroll Deduction of Dues

- i. Annual dues will be paid via payroll deduction in equal monthly payments during the year. Annual dues are determined by a majority of voting members in an election set by the LRSA Executive Board.

#### D. Maintaining Membership

- i. Members are required to maintain their membership in LRSA and pay its dues. Employees in interim supervisor positions, and LRSA members in interim non-LRSA positions, will be considered members as long as they are paying LRSA dues.

#### IV. LRSA Executive Board

The LRSA Executive Board shall:

- A. Consist of the following: A representative from each campus, the District Office and Facilities Management; the President, Vice President, Secretary, Treasurer, the immediate past-President, if the past-President remains an LRSA member, and a non-voting advisor, if so appointed by the President and approved by the Executive Board.
- B. Act as the governing body of the LRSA in all matters not referred to the general membership. All matters affecting policies, or of accomplishing the purpose of the LRSA not specifically provided for in this Constitution or by action of the membership in a regular or special meeting, shall be decided by the Executive Board.
- C. Refer to the membership any matter which it deems proper.
- D. Follow the most current version of Robert's Rules of Order.

#### V. Representation

- A. Each college campus, the District Office, and Facilities Management in the Los Rios Community College District shall be represented on the Board.
- B. The membership at large shall elect representatives to the LRSA Board. These elections shall be held in the month of June of the election year. LRSA Representatives shall be responsible, under the President, for communication with representative areas.
- C. LRSA Representatives term of office shall be three (3) years.

#### VI. Officers and Elections

- A. The elected LRSA officers shall be President, Vice-President, Secretary, Treasurer, and representatives from each college, District Office, and Facilities Management.
- B. Eligibility to Hold Position of an Executive Officer or Representative:
  - i. Must be a member in good standing in a position represented by LRSA for least one (1) year at the time of the nomination. However, no retired member shall be a candidate for or hold a representative position.

- ii. Eligibility is also dependent upon the ability of the nominee or incumbent to perform all the duties and attend all the meetings required for the position, unless absence from those duties and meetings is excused by the Executive Board.

C. Duties of Officers:

i. President shall:

1. Be the chief officer and preside over all meetings of the Executive Board and of the general membership;
2. Act as chief negotiator and shall 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 for special projects or committees and serve on sub-committees, except elections committee, with the approval or recommendation of the LRSA Executive Board members;
4. Report periodically to the membership regarding the progress and standing of LRSA and regarding official acts as President or of the Executive Board.
5. Sign official documents on behalf of LRSA.

ii. Vice-President shall:

1. Act as membership chair and shall be responsible for maintaining the membership;
2. Assist the President in the work of the President's office;
3. Attend all meetings of the Executive Board and membership;
4. In the absence or the President or in the inability of the President to serve, perform all duties otherwise performed by the President;
5. Upon resignation of the President, assume the duties of President for the remainder of its unexpired term and the Executive Board will appoint a Vice President to fill the VP vacancy.

iii. Treasurer shall:

1. Receive and deposit all monies belonging to LRSA in a bank selected by the LRSA executive board in the name of Los Rios Supervisors Association.

2. Withdraw none of the monies other than by check with written authorization by the President, Vice President or Executive Board.
  3. Prepare and sign checks for such purpose as are required by the Constitution and are authorized by the membership or the Executive Board.
  4. Act as custodian of all properties of LRSA.
  5. Keep an accurate record of receipts and disbursements and shall prepare detailed quarterly reports of income and expenditures for presentation to the LRSA Executive Board and annual itemized budget for presentation to the membership;
  6. 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.
  7. Attend all meetings of the Executive Board and membership.
- iv. Secretary shall:
1. Record minutes of all board meetings and general membership meetings;
  2. Retain official minutes and LRSA documents for audit and historical purposes;
  3. As directed by the President, shall be responsible for official LRSA correspondence and historical recordkeeping.
  4. Attend all meetings of the Executive Board and membership;
  5. In the absence of the secretary, the President shall appoint a member of the Executive Board to record minutes.
- v. Site Representatives shall:
1. Attend all meetings of the Executive Board and membership;
  2. Communicate with representative areas;
  3. Review requests for professional development funds;
  4. Serve on subcommittees as needed and appointed by the President or Executive Board;
  5. Act as liaison for concerns or complaints from members in representative areas.

D. Officers shall be elected during June of each election year as follows:

- i. Each voting member shall have an opportunity to be nominated for office. A nominating committee shall be appointed by the President, in consultation with the Executive Board, 30 days prior to scheduled elections for the purpose of finding candidates for all offices. The report of said committee shall be presented at least 20 days prior to the scheduled election. Other candidates may be nominated by an LRSA member so long as the candidate has agreed, and shall be received at least 15 days prior to the date of elections.
- ii. Notice of an impending election of officers shall be delivered through email to each member at least 10 days in advance of the election.
- iii. Election shall be by secret ballot with a majority of votes cast necessary to elect.
- iv. Should only one (1) individual be nominated for a particular position, he/she shall automatically be declared elected.
- v. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the most votes, with the run-off to be determined by a majority of votes cast.
- vi. Election shall be either by 1) vote at a general membership meeting, or 2) vote at member 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.
- vii. Results of elections shall be published and records, including ballots, kept by the LRSA President for one year from the date of the election.
- viii. The officers shall take office on July 1, following the election in the previous month (June).
- ix. Mid-term vacancies in any office shall be filled by appointment of a majority of the Executive Board.

**VII. Meetings**

- A. The Executive Board shall meet once a month at a time and place to be fixed by them to conduct LRSA business. Special meetings may also be held when the need to do so arises.
- B. A majority of the Executive Board members shall constitute a quorum.
- C. At least one general membership meeting shall be held each year. Members shall be notified at least 10 days before meeting. A simple majority of the membership shall constitute a quorum for the transaction of business. The membership shall act

upon all matters referred to it by the President 1) by a majority vote of those present at a meeting of the Executive Board, or 2) by a petition signed by at least 25 members of LRSA membership. Procedures shall be governed by the most current version of Robert's Rules of Order.

- D. The Executive Board shall adopt the procedures by which negotiated agreements shall be ratified by members of the unit. These procedures shall include whether ratification shall be by 1) email ballot, or 2) a district-wide ratification meeting, or 3) individual campus ratification meetings.

### **VIII. Bylaws**

- A. Bylaws may be proposed by a majority vote of the Board or by a petition signed by 2/3 of the membership in good standing of LRSA.
- B. Bylaws shall be enacted by 1) a majority vote of those voting in a membership meeting, provided that a quorum is present and the text of the proposed Bylaw has been announced in the call for a meeting, or 2) by a majority of those voting in an email ballot of the membership. The choice of method is to be determined by the Board.

### **IX. Amendments to This Constitution**

- A. May be proposed by a majority of the Board, or by a petition signed by 2/3 of the membership of LRSA.
- B. Shall be adopted by
  - i. a 2/3 vote of those voting in a membership meeting, providing that a quorum is present and the text of the proposed amendment has been announced in the call for the meeting, OR
  - ii. a 2/3 vote of those voting in an email ballot of the members. The choice of method to be used shall be determined by the Board.

### **X. Miscellaneous Provisions**

- A. Authority of Officers, Representatives and Members
  - i. Except as specified in this Constitution or as authorized by the Executive Board, no Officer or Representative shall act as an agent for or otherwise bind LRSA. No member or group of members or other person or persons shall have the authority to act on behalf of or otherwise bind LRSA except to the extent specifically authorized in writing by the President or by the Executive Board.

## B. Conduct of Officers and Representatives

- i. Officers, Representatives and other members of LRSA will uphold the principles of IBA and act in good faith and in the collaborative, best interest of LRSA, giving consideration to the interests of the District and other units within the Los Rios.
  1. In the event that an Officer and Representative conducts themselves in a way that is unbecoming of a member, the Executive Board has the authority to impose disciplinary action as the case requires such as a reprimand, suspension from service, or removal from office.
    - a. Appeals from any decision of the Executive Board with respect to discipline of an Officer or Representative must be filed within five (5) calendar days of the decision and may be taken to the next regular or special meeting of the membership. During pendency of such appeal, the decision appealed shall remain in full force. The membership shall consider the appeal and the action of the membership on all appeals shall be final and binding.

## XI. Collective Bargaining and Representation

### A. Collective Bargaining

- i. LRSA is exclusive bargaining representative of the Los Rios supervisors, and in this capacity negotiates with the District on behalf of employees in the unit over matters related to wages, fringe benefits, and other terms and conditions of their employment as allowed by law. When LRSA prepares, proposes, negotiates, and/or ratifies collective bargaining agreements and amendments thereto the following shall apply:
  1. Members in the unit will be requested to provide input to the Executive Board regarding new collective bargaining agreements (contract), and such requests will be made in writing prior to the initial LRSA proposal for a new contract being submitted to the District.
  2. Members in the unit will also be requested to provide input to the Executive Board regarding provisions of existing contracts that are subject to negotiations during the term of those agreements, and this input will be requested in writing, prior to the initial LRSA proposal on the matter being submitted to the District.
  3. During negotiations between LRSA and the District, LRSA will provide members with updates on negotiations as appropriate.
  4. When LRSA has reached tentative agreement on all matters being negotiated with the District, those tentative agreements and a summary of what they mean will be provided to the general membership for

discussion by the general membership, and then voted on pursuant to the Bylaws.

B. Individual Member Representation

- i. Individual member representation on matters covered by the EERA, including but not limited to grievances, evaluation, classification, and pay, is subject to terms and conditions of the current LRSA Bylaws.