

# Bylaws of GC3 Educators

(Garden City Community College)

Organization Date: January 29, 2015

Bylaws voted on and adopted: Spring 2023

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## Purpose

GC3 Educators Executive Officers are elected from and by the professional employees to provide leadership to professional employees as a whole. GC3 Educators provide and maintain, as sole and exclusive collective representative for members of the bargaining unit, the effective implementation of the collective bargaining agreement (negotiated agreement) between GC3 Educators and the GCCC Board of Trustees.

- To protect the legal rights of all members
- Raise the standards of the teaching profession by insuring and promoting conditions vital for effective services
- To define and strengthen services of the college
- To afford the professional employees full opportunity to participate in the democratic decision making for the common good
- To make professional employees aware of their political and social rights and responsibilities
- To promote professional attitudes and ethical conduct among members
- To encourage cooperation and communication between professional employees and their stakeholders

## Mission

GC3 Educators shall serve as a body of the faculty for the purpose of collective bargaining and oversight of the legal rights granted by the negotiated agreement to the professional employee with the Board of Trustees to provide the best education for the students that we serve.

## Definitions

*Executive Officers:* Consists of the elected president, vice-president, treasurer, and secretary

*Ex-Officio:* Former president

*Professional Employee:* As defined by the Negotiated Agreement.

## Article I – Membership and Meetings

- Section 1:* All professional employees are members of GC3 Educators. Each member is entitled to one vote.
- Section 2:* A majority of the professional employees will constitute the necessary quorum for a GC3 Educators meeting to conduct business (absentee ballots will count towards the necessary quorum).
- Section 3:* No member of GC3 Educators may act in the name of GC3 Educators outside of the meetings unless authorized to do so by the Executive Officers. Officers will hold matters affecting individual faculty members in confidence, discussing such matters only with parties involved.
- Section 4:* Meetings of the GC3 Educators will be scheduled as needed and at a date, time, and place to be determined by the Executive Officers. The meetings are open to all professional employees. The GC3 President may call special or emergency meetings when pertinent business is pending.

## Article II – Budget and Dues

- Section 1:* Dues shall be paid annually by February 1st. The fiscal year will begin on May 1<sup>st</sup>.
- Section 2:* Dues will be determined by the GC3 Educators by May 1<sup>st</sup> for the following year. Dues are not to exceed \$50. However, in the event a lawyer needs to be retained for negotiations, additional dues will be requested.
- Section 3:* Within the limitations of the budget, GC3 Educators will pay those expenses approved by the Board of Directors and of the officially chosen representatives for all workshops, conferences, and activities approved by the Board of Directors of the organization.
- Section 4:* GC3 Educators will pay for the annual membership of the President for KNEA and the annual membership of the Vice President to KANAAE.
- Section 5:* The Executive Officers shall have the authority to investigate the purchase of services and the attainment of discounts for members such as liability insurance, legal service, and educational products.

## Article III – Executive Officers

- Section 1:* The executive officers of GC3 Educators will be President, Vice-President, Secretary, and Treasurer. Any tenured professional employee is eligible to be an officer in GC3 Educators.
- Section 2:* Any officer may be relieved of his or her duties by a two-thirds vote at any meeting where a quorum of GC3 Educators is in attendance.
- Section 3:* All officers will attend training each year for negotiations.

## Article IV – Elections

*Section 1:* The Term of Office will be two years. The four executive officers of GC3 Educators shall be nominated from and elected by the professional employees.

*Section 2:* Nominations will be made during the spring semester of even years for treasurer and president and odd years for secretary and vice president. An approximate timeline of elections is shown below:

|                                            |                                                                                                                                                                                        |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 1 <sup>st</sup>                      | Call for nominations of open positions.<br>Nominations can be sent to any current Executive Officer.                                                                                   |
| April 15 <sup>th</sup>                     | End of nominations.<br>All nominees will be verified for willingness to serve.                                                                                                         |
| April 16 <sup>th</sup> to 25 <sup>th</sup> | Voting period for open positions.                                                                                                                                                      |
| By Last Contract Day                       | Winners will be announced to GC3 Educators                                                                                                                                             |
| August 1 <sup>st</sup>                     | Duties of new officers begin*. However it is recommended that new officers attend regularly-scheduled meetings and negotiations from the time they are elected in the Spring semester. |

\*In the event the current negotiated agreement is not finalized by this August 1<sup>st</sup>, new officers will assist the current negotiating team in the finalizing of negotiations.

*Section 3:* The executive officers are expected to attend any regularly scheduled meeting of the GC3 Educators. *Section 4:* In the case of an unplanned vacancy, the executive officers will appoint a tenured professional employee to fulfill the unexpired portion of the term. GC3 Educators will be notified of the officer change.

*Section 5:* The Officers may choose to go into Executive Session, during which time all Officers will convene and all others will be asked to leave the GC3 Educators meeting.

## Article V – Duties of GC3 Officers

*Section 1:* The President will serve a two year term, to be elected in even years. Responsibilities and duties of the president include:

1. Responsible for the progress and work of GC3 Educators.
2. Presiding at all GC3 Educators meetings.
3. Scheduling meetings when business within its jurisdiction is pending.
4. Seeking input from members on negotiated matters.
5. Advocating the negotiated agreement and related issues for members with Division Chairs, Deans, VPI, the President, and the BOT.
6. May help coordinate/process grievances according to the negotiated agreement.

7. The President serve as an ex-officio member of Faculty Senate.
8. Serving as GC3 Educators representative on committees as requested by the Vice President of Instruction.

*Section 2:*

The Vice-President will serve a two-year term, to be elected in odd years.

Responsibilities and duties of the Vice President include:

1. Presiding in the absence of the President and will perform any duties of the President should he or she not be able to.
2. Performing duties in tandem with the President as needed.
3. Offering advice and counsel to the GC3 Educators President.
4. Seeking input from members on negotiated matters.
5. Serving as GC3 Educators representative on committees as requested by the Vice President of Instruction.

*Section 3:*

The Secretary will serve a two-year term, to be elected in odd years. Responsibilities and duties of the Secretary include:

1. Keeping accurate written record of the proceedings of all meetings and negotiating sessions. The Secretary will preserve a file of all records, letters of value to GC3 Educators, which are to be transferred to his or her successor at the close of his or her term.
2. Making documented records available to the membership.
3. Promotion and communication of GC3 Educators with internal and external stakeholders. Including, the new Negotiated Agreement after approval. This should include contacting new GC3 Educator members to introduce them to the current Negotiated Agreement and GC3 Executive officers. The bylaws and negotiated agreement can also be found on the GCCC website or by request.  
[https://www.gcccks.edu/about\\_gccc/gc3\\_educators.aspx](https://www.gcccks.edu/about_gccc/gc3_educators.aspx)
4. Recording all legally adopted amendments to the Articles of Incorporation and bylaws.
5. Offering advice and counsel to the GC3 Educators President.
6. Seeking input from members on negotiated matters.
7. Record/collect grievances.
8. Call for representatives for PN Committee by February 1<sup>st</sup> (see Article VI, Section 3).
9. Serving as GC3 Educators representative on committees as requested by the Vice President of Instruction.

- Section 4:* The Treasurer will serve a two-year term, to be elected in even years. Responsibilities and duties of the Treasurer include:
1. Collecting, recording, and depositing annual dues.
  2. Paying and recording invoices.
  3. Keeping an updated membership roster.
  4. Send out 1099 tax forms for any contract labor.
  5. Ensure that taxes are filed on the association's behalf.
  6. Arrange simplified internal audit annually to be performed by two professional employees. The auditors should come from both academic and technical divisions.
  7. Offering advice and counsel to the GC3 Educators President.
  8. Seeking input from members on negotiated matters.
  9. Serving as GC3 Educators representative on committees as requested by the Vice President of Instruction.

## Article VI – Committees

- Section 1:* The Professional Negotiations (PN) Committee is a group of professional employees who work on the negotiations proposals and provide feedback throughout negotiations. This committee is made up of those representing the faculty at the table but also anyone else interested in assisting, researching, developing arguments and proposals for exchange.
- Section 2:* The PN committee meetings will be open to all professional employees. After letters have been exchanged and meeting are scheduled, the meeting times and dates will be shared with GC3 Educators.
- Section 3:* Committee Membership - The PN Committee will attempt to have representation from both Technical and Transfer faculty and across the divisions on campus. By February 1<sup>st</sup>, a representative of each division should be identified that will serve on the PN Committee. Any division member may be a member of the committee; however, only GC3 Executive Officers may meet with the Board of Trustees representatives.
- Section 4:* Any other committees deemed necessary, or desirable, may be set up by the President, if approved by the Executive Officers or by the GC3 Educators membership.

## Article VII – Quorum

- Section 1:* In order for the Executive Officers to act there must be a majority of the Executive Officers but not of the membership as a whole.
- Section 2:* Any action of the Executive Officers that exceeds an expenditure of \$300 or addresses the ratification of the negotiated agreement, etc., will require a quorum of the membership and a vote by said membership in order for the action to proceed.
- Section 3:* A quorum of the membership shall be a majority of the members present at a meeting called for the purpose of a vote. Notification of the meeting shall be given at least two work-days in advance.

## Article VIII – Amendments

- Section 1:* Substantive bylaw revisions shall be presented to the GC3 Educators Executive Officers for discussion. Upon approval by the GC3 Educators Executive Officers, a copy of the bylaw revisions shall be emailed to each professional employee for their review along with the date, time, and location of the next GC3 Educators meeting. Professional employees requesting changes may contact one of the GC3 Educators Executive Officers with their input or attend the GC3 Educators meeting to be heard.
- Section 2:* Bylaw revisions shall require a majority vote by the GC3 Educators present at the meeting referenced in Section 1 above and will become active at the conclusion of the meeting in which the majority vote is taken.
- Section 3:* The Secretary will make available, to all members, a copy of the latest edition of the bylaws at the first meeting of each year. The bylaws can also be found on the GCCC website or by request. [https://www.gcccks.edu/about\\_gccc/gc3\\_educators.aspx](https://www.gcccks.edu/about_gccc/gc3_educators.aspx)