

BYLAWS

OF THE

**DALLAS COMMUNITY COLLEGE
FACULTY ASSOCIATION**

November 10, 2017

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(Herein called DCCFA)

ARTICLE I - PURPOSES AND AFFILIATION

The purposes of the DCCFA shall be to improve its members' professional abilities and to secure for them better salaries and working conditions, sponsor seminars and courses for its members, participate in teacher conventions, bargain collectively and process grievances, ensure academic freedom, and keep its members informed of its activities through regular meetings and newsletters. As such, the DCCFA may affiliate with other organizations by a majority vote of the members of the DCCFA.

ARTICLE II - MEMBERSHIP AND DUES

Active members shall be full-time professional employees of the Dallas County Community College District on faculty schedule contracts who have paid dues to the DCCFA. Current full-time DCCCD faculty (regardless of contractual status as "permanent" or "temporary,") are to join DCCFA as Active Members. Annual dues for Active Members shall be \$90.

Part-time faculty of the DCCCD or persons not holding a non-faculty schedule contract with DCCCD are eligible to join DCCFA as Associate Members. Annual dues for Associate Members shall be \$35.

Any person who has been an active member in DCCFA may, upon request, continue his affiliation as a reserve member during any period of time in which his employment status does not qualify him for active membership. A reserve member shall have the privilege of requesting automatic transfer to active membership at the time he resumes active status. Annual dues for reserve members shall be \$20.

Faculty hired for the Spring semester shall be eligible to join DCCFA for \$70 for their first academic year.

Annual dues must be paid by a member to the local chapter of the DCCFA at a college where the member performs a portion of his or her full time duties and/or has his or her pay station.

All dues must be paid in full by the time of the convening of the annual fall convention, unless extended by vote of the convention, or within thirty days after the beginning of the fall or spring semester for new employees.

ARTICLE III - MEMBERSHIP PRIVILEGES

Section 1. **Active** members shall be entitled to the following privileges:

- a. Be eligible to run for and hold DCCFA office unless the member, as part of their assigned duties for the district, is participating in the evaluation of other full-time faculty, to include performing classroom evaluations, filling out and/or signing evaluation documents, or commenting on or recommending faculty to Deans, VPI's, or Presidents for continuation of or changes in employment status.
- b. Be able to vote in DCCFA matters.
- c. Be able to vote for officers in the local chapters.

Section 2. **Associate** members shall be entitled to all privileges as active members except holding office, assistance from the Legal Assistance Fund, and voting.

Section 3. Any vested (10 years employment with the DCCCD) faculty member who retires from DCCCD, and who has for the 10 years immediately preceding such retirement been an active member of the DCCFA, shall be automatically named **Member Emeritus**. Members Emeritus shall be entitled to all privileges of active membership except the holding of office and voting on usual faculty matters (they may, however, vote on matters concerning retired faculty). Said MEMBERS EMERITUS shall be deemed lifetime members, be issued a lifetime membership card, and be assessed no dues or other fees for membership.

ARTICLE IV - LEGAL ASSISTANCE FUND

Section 1. A permanent legal assistance fund shall be established and maintained by the DCCFA.

- a. The fund will be supported by a percentage of yearly membership dues. The percentage will be established by the Council and approved by the general convention.
- b. This fund shall be maintained by the treasurer of the DCCFA in an account separate from the DCCFA treasury funds.

Section 2. The legal assistance fund will be used to provide legal assistance and other necessary help for DCCFA members involved in contractual and/or academic freedom disputes within the Dallas County Community College District. The Council will supervise the expenditure of these funds and the selection of an attorney. Legal assistance funds are available to:

- a. Faculty who have been active members of the DCCFA for two consecutive years immediately prior to the year in which they request assistance; and
- b. Faculty who have become active members in the first year that they are eligible to become active members.

ARTICLE V - FINANCE

Section 1. The DCCFA shall defray all necessary expenses of operating and maintaining an office.

Section 2. Beginning September 1, 2017, the regular fiscal year shall be September 1 - August 31.

Section 3. The Council may hire a bursar to keep financial records for the DCCFA and to disperse funds of less than \$1000 at the direction of the Council in accordance with the approved DCCFA budget. The bursar will be under the supervision of the treasurer of the DCCFA. The bursar may not be a member of the Council.

Section 4. All checks of \$1000 or more shall require signatures of two of the three of the following: president, treasurer, and bursar.

Section 5. The District Faculty Council shall publish the proposed DCCFA budget on the DCCFA web site at least 30 days in advance of the annual convention, and publish through the Advance Blog, a notification that

the proposed budget has been published.

Section 6. DCCFA chapter funds shall be kept under the master DCCFA account to facilitate accounting and annual filing to support tax-exempt status, to maintain 501c3 nonprofit status of the DCCFA. Chapter funds may only be expended upon approval of the chapter, according to the provisions of the chapter constitution and bylaws, and with the signatures of the chapter officers as stipulated by the chapter bylaws.

ARTICLE VI - OFFICERS

Section 1. The term of office for all officers and members shall begin June 1.

Section 2. The president shall be the official representative of the DCCFA in its contact with the government, civic, professional, business and other organizations, institutes, and groups for the purpose of advancing the objectives of the DCCFA. The president shall have the power to appoint an official representative from the Council if unable to be the official representative.

a. The **president** shall:

- (1) preside over all Council meetings and general conventions.
- (2) serve as ex-officio member of all committees.
- (3) call special meetings of the Council and, with the approval of two or more Council members, call for a general convention.
- (4) appoint a parliamentarian subject to the approval of the Council.
- (5) attend monthly meetings of the Dallas County Community College Board of Trustees and report significant outcomes to the Faculty Council.
- (6) perform all other appropriate duties as may be assigned by the Council and/or the general convention.

b. The **vice-president** shall:

- (1) preside in the absence of the president.

- (2) serve as chairman of standing and special committees as directed by the Council and/or general convention.
- (3) perform the duties of the president when the president is in absentia
- (4) assume such responsibilities as may be assigned by the president, the Council, and/or the general convention.
- (5) appoint a committee of three members of the Council to review expenditures and verify their application to the approved budget prior to the filing of the tax data with the IRS. The president of the Council and the treasurer of the association will be excluded from membership on the committee.

c. The **recording secretary** shall:

- (1) keep an accurate record of the regular and special meetings of the general convention and Council and convey such records to the DCCFA office for publishing.
- (2) serve as chairman of standing and special committees as directed by the Council and/or general convention.
- (3) assume such responsibilities as may be assigned by the president, the Council, and/or the general convention.

d. The **treasurer** shall:

- (1) maintain an account for all DCCFA funds.
- (2) give a monthly account of DCCFA funds to the Council.
- (3) give an annual account of the DCCFA funds to the general convention.
- (4) be responsible for the disbursement of all funds.
- (5) disburse money above what is allocated in the budget only after approval by the Council or general convention.
- (6) be responsible for the preparation of a budget for consideration by the Council.
- (7) serve as chairman of standing and special committees.
- (8) assume such responsibilities as may be assigned by the president, the Council, and/or the general convention.
- (9) submit records for an annual audit or review, with

- procedures for such an audit or review being authorized by the District Faculty Council.
- (10) supervise the bursar for the DCCFA.
 - (11) working in conjunction with the bursar, inform his or her successor of membership, tax, and filing responsibilities and such matters, to facilitate an orderly transition of the financial affairs of the association.

e. The **standing committee chairman** shall:

- (1) serve as chairman of a standing committee as assigned by the Council or general convention.
- (2) assume such responsibilities as may be assigned by the president, the Council, and/or the general convention.

ARTICLE VII - EXECUTIVE DIRECTOR

The Executive Director shall assume such responsibilities as may be assigned by the Council and/or general convention.

ARTICLE VIII - THE COUNCIL

Section 1. The Council shall by majority vote:

- a. serve as the coordinating body of the DCCFA and shall act in areas not specifically designated to some other authority.
- b. be responsible to the members whom they represent.
- c. act in accordance with the constitution and bylaws of the DCCFA.
- d. act on recommendations and resolutions of standing and/or special committees.
- e. consider and act on the budget as submitted by the treasurer.
- f. order payment of monies.
- g. approve the employment of the Executive Director.

Section 2. The Council will meet once each month for regular

business meetings.

Section 3. Special meetings of the Council, beyond regular monthly business meetings, may be called by any two (2) members of the Council. Notice of all special meetings shall be sent to all Council members at least three (3) days prior to the meeting outlining the business to be transacted.

Section 4. Emergency meetings of the Council may be called by a majority of the members of the Council. Notice of emergency meetings shall be sent to all Council members prior to the meeting. An emergency meeting does not require three days advance notice.

Section 5. A majority of the Council shall constitute a quorum for any regular, special, or emergency meeting.

Section 6. The Council will conduct a biennial survey of the DCCCD faculty in the spring semester, beginning in 2008. The survey will assess faculty morale, attitudes and relations with campus and district administration. The results of the survey will be reported to the membership no later than the end of the spring term in which the survey is conducted.

ARTICLE IX - COMMITTEES

Section 1. There shall be the following standing committees: instructional goals/academic freedom; welfare and benefits; communication; political information, membership, convention planning, and budget and finance.

Section 2. Standing committees shall be composed of an ex-officio nonvoting chairman chosen by the Council, and one member elected by each DCCFA chapter.

Section 3. All chairmen of standing committees shall be elected by the Council. The committee members shall be elected by their local chapters.

Section 4. Standing committee chairmen will be chosen from the members of the Council and all committee members must be active members of the DCCFA.

Section 5. All standing and special committees will report to the Council. Committees will have the power to investigate and to recommend action to the Council.

Section 6. Duties of standing and special committees. All committees will be empowered by the Council to investigate problems and proposals in the area of their jurisdiction and to make recommendations for appropriate action to the Council. Committees will undertake specific action only at the direction of the Council.

Section 7. The jurisdiction of the standing committees shall be:

a. **Instructional Goals and Academic Freedom** committee:

- (1) Curriculum and curriculum revision
- (2) Faculty-student ratio
- (3) Freedom of choice in instructional mode
- (4) Faculty evaluation procedures
- (5) Professional growth
- (6) Instructional support services
- (7) Definition of academic freedom
- (8) Open hearing procedures
- (9) Current legal status of academic freedom
- (10) Procedures for appeal of unfair evaluation
- (11) Others as assigned by the Council.

b. **Welfare and Benefits** committee:

- (1) Salary and benefits
- (2) Faculty schedule and work load
- (3) Faculty contract
- (4) Others as assigned by the Council.

c. **Communication** committee:

- (1) Publish the DCCFA Advance Newsletter Blog
- (2) Press relations
- (3) Procedures for public announcements
- (4) Faculty-student communication
- (5) Others as assigned by the Council.

d. **Political Information**

- (1) Establish a political database of all DCCFA members to include precinct numbers, state representative and senatorial districts, and U.S. congressional districts
- (2) Establish a similar database of all faculty retirees
- (3) Generate interest in local elections affecting the DCCCD
- (4) Disseminate relevant political information regarding candidates and issues affecting the DCCCD
- (5) Serve as a political liaison to other professional organizations
- (6) Others as assigned by the Council.

e. Membership

- (1) Conduct the annual membership campaign
- (2) Recruit new members
- (3) Maintain current and historical membership databases
- (4) Others as assigned by Council.

f. Convention Planning

- (1) Plan all details of annual convention
- (2) Plan all details of post-convention reception
- (3) Others as assigned by the Council.

g. Budget and Finance

- (1) Plan the annual DCCFA budget
- (2) Conduct an annual financial review of all expenses from the previous three fiscal years.
- (3) Others as assigned by the Council.

ARTICLE X - HEADQUARTERS

The DCCFA shall maintain a legal address at such location as determined by the Council.

ARTICLE XI - OFFICIAL PUBLICATION

Section 1. The official publication of the DCCFA shall be named by the Council.

Section 2. The purpose of the DCCFA publication shall be to:

- a. promote the objectives of the DCCFA.

- b. inform the membership of the progress of the work of the Council and committees.
- c. publish such information as pertains to the activities of the DCCFA in achieving its objectives and such news as is of interest to the membership of the DCCFA as a whole.

Section 3. The DCCFA publication shall be published under the guidance of the Communications Committee Chairperson and with the assistance of the Communications Committee.

Section 4. The DCCFA publication shall be operated within the budget unless otherwise directed by the Council.

ARTICLE XII - AMENDMENT

These Bylaws shall be amended by the majority vote of the numbers present at a general convention. Proposed amendments to the Bylaws may be offered by the Council or any standing committee at least one month before a general convention, and must be published for all members to review at least two weeks before a general convention.

ARTICLE XIII - GENERAL CONVENTION

A general convention must be held no later than November 15, of each year. The Council shall establish the date of the general convention, and the standing committee meeting dates, no later than Sept. 1 of each year.

Bylaws of the Dallas Community College Faculty Association
as amended

9/30/77, 10/30/78, 3/23/79, 11/9/79, 4/25/80,
11/5/82, 11/85, 11/14/86, 11/4/88, 11/10/89,
11/15/91, 11/7/97, 11/13/98, 11/3/2000, 11/2/2001,
11/8/02, 11/2005, 11/9/07, 11/11/16, 11/10/17