MENDOCINO COLLEGE PART-TIME FACULTY ASSOCIATION (MPFA)
CONSTITUTION AND BY-LAWS
Final Corrected Copy -- July 22, 2026

In compliance as of: July 29, 2026

I. NAME AND LOCATION

The name of the Association shall be the Mendocino College Part-Time Faculty Association/CCA/CTA/NEA in Mendocino/Lake Counties.

II. PURPOSE

The primary purpose of this Association shall be:

A. To represent its members in their relations with their employer as the exclusive representative of part-lime, certificated employees in all matters relating to employment conditions and employer- employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment;

B. To form a representative body capable of developing group opinion on professional matters to speak with authority for part-time certificated employees;

C. To provide a means of representation for its ethnic/minority members;

D. To provide an opportunity for continuous study and action on problems of the profession;

E. To promote professional attitudes and ethical conduct among members;

F. To promote cooperation and communication between education support professionals and certificated educators;

G. To encourage cooperation and communication between the profession and the community; and

H. To foster good fellowship among members.

III. AFFILIATION WITH THE UNITED EDUCATION PROFESSION (UEP)

A. The Mendocino Part-Time Faculty Association shall be a chartered chapter of the CCA/CTA.

B. The Mendocino Part-Time Faculty Association shall be a chartered chapter of the National Education Association (NEA).

IV. MEMBERSHIP

The primary category of membership shall be Active members. Active membership shall be open to any person who has held a part-lime, certificated position within the previous twelve (12) months at Mendocino College, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the part-time faculty bargaining unit.

A. Membership may be granted upon initiation of payroll deduction or upon voluntary payment of appropriate dues.

B. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active Members.

C. Active members shall be eligible to vote in all elections, hold elective office, appointive positions, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.

D. An individual who is serving as a negotiator for a public-school employee shall not be eligible for membership in the Association.

E. Active members shall adhere to The Code of Ethics of the Education Profession.

F. Members shall enjoy the same rights and privileges, regardless of age, gender identity, race, ethnicity, national origin and sexual orientation.

G. Any and all disciplinary matters shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the governing body.

H. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year inclusive.

V. DUES, FEES, AND ASSESSMENTS

A. The basic dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.

B. The Association's portion of the basic dues shall be reviewed the Executive Board annually and shall be established by action of the active membership of the Association at the last regular meeting of the school year.

C. Annual dues will be apportioned and paid through monthly payroll deductions. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status makes the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person’s membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

A. The policy-making body of the Association shall consist of the Active members of the Association through whom power is derived and decision-making is accountable.

B. The general membership of the Association shall meet a minimum of two (2) times each year; the time and place of such meetings to be decided by the Executive Board.

C. The Active members shall:
   1. Establish Association policies and objectives;
   2. Adopt the annual budget of the Association on or before the first meeting of the school year;
   3. Approve the establishment or discontinuance of committees not required by these bylaws and/or task forces; and
   4. Establish the dues of the Association.

D. Special meetings of the Association may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership

E. Special meetings of the Association shall only be called for a specific purpose and only that business shall be considered.

F. Notices and agendas for each meeting of the Association shall be provided to all members of the Association no less than two (2) days prior to the date of the meeting.

G. For emergency meetings of the Association during crisis situations, the Executive Board shall adopt procedures to notify all members of the Association of meeting dates, places, and times.

H. Association meetings that are conducted electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire General Membership, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the secretary.

I. A quorum for all meetings of the Association shall consist of a majority of all Active members.

VII. OFFICERS

A. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.

C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.

D. Officers shall be elected for a term of one year, commencing on June 1 of any calendar year.

E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.

F. The President shall be the chief executive officer of the Association and its policy leader. The President or their designee shall:

1. Preside at all meetings of the Association and the Executive Board;
2. Prepare the agenda for the meetings of the Association and the Executive Board;
3. Be the official spokesperson for the Association;
4. Adhere to the governance documents of the Association, CCA, CTA, and NEA;
5. Appoint all chairpersons, committee representatives, and members of the bargaining team, with the advice and consent of the Executive Board, except as otherwise stated in these bylaws;
6. Call meetings of the Association and the Executive Board;
7. Propose the procedures for grievance processing for ratification by the Executive Board and the Active membership of the Association;
8. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association;
9. Attend or designate a representative to attend meetings of the Service Center

Council of the Association; and
10. Attend or designate a representative to attend other CCA/CTA/NEA meetings as directed by the membership.
11. Order the payment of funds as necessary.

G. The Vice-President shall:
1. Serve as assistant to the President in all duties of the President:
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Association's calendar of activities;
4. Serve as coordinator of committee activities at the direction of the President, and
5. Attend District Board of Trustee meetings.

H. The Secretary shall:
1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and of the Executive Board;
2. Be responsible for the distribution and posting of minutes, notice of
3. All meetings, and agendas for all meetings to the members;
4. Prepare ballots for election of officers and such other elections as may be necessary;
5. Maintain an accurate roster and mailing list of membership of the Association and of all committees, including reconciling the semesterly employment list to the CTA records (“AB 119 list”);
6. Deliver accurate membership information to the Treasurer as needed, and
7. Carry on the correspondence pertaining to the affairs of the Association as directed by the president.

I. The Treasurer shall:
1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Provide a written report on the financial status of the Association at each Association meeting;
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; **and**
5. Be responsible for submitting membership and financial reports to CCA/CTA/NEA, and other agencies as required by law.

VIII. EXECUTIVE BOARD

A. The Executive Board shall be composed of the elected officers of the Association and three (3) at-large representatives of the Association general membership.

B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.

C. The Executive Board shall meet prior to each regular meeting of the Association and such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board to conduct the business of the Association between meetings of the Active members of the Association.

D. Times and places of Executive Board meetings shall be posted; these meetings shall be open to the general membership.

E. The duties and the responsibilities of the Executive Board are:

1. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws;
2. Coordinate the activities of the Association;
3. Recommend a budget for the Association to the membership;
4. Direct the bargaining activities of the Association, subject to the policies established by the membership;
5. Approve by majority vote the President's appointments and removal of committee members, including chairpersons;
6. Approve by majority vote the President's appointments and by two-thirds (2/3) vote removal of bargaining team members;
7. Adopt grievance procedures;
8. Direct the grievance procedures of the Association; and
9. Perform all other activities necessary to the effective operation of the Association.
10. A quorum for meetings of the Executive Board shall consist of a majority of the elected members of that body.

IX. BARGAINING

A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.

B. The President shall appoint all members and the chairperson of the Bargaining Team with the concurrence of the Executive Board.

C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

D. Members of the Bargaining Team may be removed with a two-thirds (2/3) vote of the Executive Board.

E. The Bargaining Team shall be under the direction of the Executive Board and shall report to the Executive Board as the Board requires.

F. All bargaining unit members shall be surveyed to determine contents of the proposed contract demands. The contract proposal shall be approved by the Active membership.

G. The Bargaining Team shall report its activities to the Executive Board as the Board requires.

H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

I. The Bargaining Team is empowered to reach tentative agreements with the District. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification has been specifically waived or otherwise delegated by that active membership.

X. GRIEVANCE PROCESSING

A. The Executive Board shall adopt Standing Rules setting forth the procedures for grievance processing with approval of the general membership.

B. These procedures shall include, but not be limited to, the following:

1. Provide for representation to assist all members of the bargaining unit in processing grievances.
2. Training for handling grievances; and
3. Evaluation of the Association's grievance policies and procedures.

XI. NOMINATIONS AND ELECTIONS

The Chapter shall follow and members are entitled to the rights contained in the CTA Chapters Elections Guidelines published annually with the CTA Elections Manual.

The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.

A. The Elections Committee and Chairperson shall be appointed by the President and approved by the Executive Board to which it is responsible at the beginning of each school year. The duties of the Elections Committee shall be to:

1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
2. Establish, develop and carry out election timelines and procedures;
3. Prepare ballots for election of officers and such other elections as may be necessary;
4. Count the ballots and certify the results; and
5. Process initial challenges.

B. Elections shall be conducted with:

1. Open nomination procedure;
2. Secret ballot;
3. All Active member vote;
4. Record of voters receiving or casting ballots; and
5. Majority vote, unless otherwise specified.

C. State Council Representative elections shall be conducted in accordance with CTA rules after notification by the CTA Elections and Credentials Committee.

D. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.

E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.

XII. COMMITTEES

A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the general Active membership.

B. Each committee shall submit periodic reports to the Executive Board and the general Active membership.

C. The Executive Board shall direct the activities of all committees, subject to the policies established by the general Active membership.

XIII. AUTHORITY AND AMENDMENTS

A. These Bylaws may be amended by two-thirds (2/3) vote of the Active members at any regular or special meetings of the Association, or by CTA approved online system provided notice in writing of a proposed bylaw amendment shall have been submitted to the Secretary and made available to all Association members.

B. Matters not covered by specific provisions of the Constitution and By-laws shall be governed by Robert's Rules of Order, Newly Revised, latest edition.