

VERMONT STATE COLLEGES FACULTY FEDERATION

AMERICAN FEDERATION OF TEACHERS

Local 3180, AFLCIO

COMMUNITY COLLEGE OF VERMONT

CHAPTER INTERNAL BYLAWS

Ratified 6/2026

I. Purpose, Adoption, and Amendment

The purpose of these bylaws is to guide the internal structure and administration of the Community College of Vermont United Faculty (CCVUF), in a way which is transparent, inclusive, and empowering of our members while allowing for the efficient and effective conduct of business. CCVUF is a chapter in the Vermont State College Faculty Federation (VSCFF). These bylaws shall be adopted and, from time to time, amended by majority vote of the CCVUF membership.

Any ten (10) members may propose internal bylaw amendments to the Leadership Team. The Leadership Team will review any such member-proposed amendments, and within ten (10) days of receipt, will transmit such member-proposed amendments, together with a statement of the Leadership Team's position on said amendments, to all members electronically* for a vote thereon.

II. Advisory Board

The CCVUF Advisory Board shall consist of the Leadership Team, faculty, and Delegates. The Advisory Board shall consist of up to 12 Bargaining Unit members plus the Leadership Team. When an opening occurs on the Advisory Board, leadership will announce the opening in the newsletter. There will be a 30-day period during which time the Leadership will entertain self-nominations from dues-paying members. We encourage and welcome

participation from new dues-paying members. Decisions will be made by the leadership and predicated on choices that will support the long-term growth and sustainability of the Union. Examples of criteria include, but are not limited to, representation from different pay grades, former involvement with contract negotiations, curriculum committees, and program diversity. Terms are for two years and align with the election period, commencing at or before the start of the Fall semester following the election. Members may serve multiple terms.

A. Leadership Team

The CCVUF Leadership Team shall consist of three Co-Chairs, elected by the Membership at its odd-year, biennial elections. Terms shall be 2 years, commencing at the start of the Fall semester following the election. The Leadership Team members shall each receive 1/3 (one-third) of the leadership compensation as negotiated in the CCV/CCV United Faculty contract.

If there are only two members on the Leadership Team, the duties and the stipend shall be split between the two remaining leadership officers in a mutually agreed-upon manner. If a member of the Leadership resigns before the end of the two-year term, a member in good standing can self-nominate. If two or more members self-nominate, then an election will be held. The new term will begin on the first day of the next upcoming semester and continue until the next election.

The duties of the Leadership Team shall include membership outreach and services, legislative and public advocacy, and oversight of union support of members in disciplinary and grievance actions, coordination with the Delegates and Advisory Board, organization and oversight of elections, and such other duties as the day-to-day coordination and management of CCVUF for the benefit of our members may require.

The Leadership Team may divide and share its duties flexibly according to the skills and availability of its elected members, and may delegate its duties, other than organization and oversight of elections, to such other members of the Advisory Board or members of CCVUF as are willing and available to undertake them. However, in fulfillment of CCVUF's

obligations under the VSCFF Constitution and for the efficient management of CCVUF, the Leadership Team shall have the following primary duties:

A. Administrative. Co-Chair A shall also be a Delegate to the VSCFF Delegate Assembly and shall serve as liaison between the VSCFF Delegate Assembly and CCVUF. For purposes of the VSCFF Constitution, Co-Chair A shall accordingly be considered the Leadership Team Chair. Co-Chair A shall also primarily serve as liaison to CCV Administration, coordinating with the Academic Committees, engaging in communications with Administration, and keeping the CCVUF Advisory Board apprised of actions at the CCV President's Council or other CCV Administrative bodies that may affect CCVUF and its members.

B. Membership. Co-Chair B shall primarily serve as the Membership Chair, organizing and overseeing outreach to new Bargaining Unit members, communicating with the Bargaining Unit members through newsletters, social media, the website, etc., promoting robust CCVUF union membership, and organizing such events at sites or across the CCV system as may be appropriate to build and mobilize our membership. The other two Co-Chairs will regularly share information with the Membership Chair for dissemination to the membership.

C. Grievance. Co-Chair C shall primarily serve as the Grievance Officer. Co-Chair C will represent CCVUF Bargaining Unit members in disciplinary actions and grievances and represent CCVUF Bargaining Unit members and/or CCVUF in disciplinary actions and grievances of significance to multiple members. Co-Chairs A and B will serve as notetakers for grievance meetings. If the Grievance Chair is not available to hear a grievance, Co-Chair A or B may step in to hear the grievance. Advisory Board members may be designated and trained to handle grievances, as needed.

Organization and oversight of CCVUF elections shall be the responsibility of any or all three Leadership Team members in coordination with AFT staff.

B. Delegates

The Delegates shall consist of, at a minimum, 3 regular and 1 alternate Delegate to the VSCFF Delegate Assembly, or such other number as the VSCFF Constitution may assign. The Delegates shall be elected by the membership at the CCVUF odd-year biennial elections. Their terms shall be two years, commencing at the start of the Fall semester following the election.

The duties of the Delegates shall include representation of CCVUF and the interests of its members at the Vermont State Colleges Faculty Federation of Teachers, coordination with the Leadership Team, attendance at Advisory Board meetings, and such other duties as may develop and be undertaken for the benefit of our members.

Co-Chair A of the Leadership Team shall also serve as one of the Delegates. Any other member of the Leadership Team may also serve, if elected, as a Delegate, or fill a vacancy in the Delegate team should one occur. However, in the interests of including as many CCVUF members as possible in the Delegate Assembly, it is preferable that the remaining Delegates not serve in overlapping positions on the Leadership Team.

If a Delegate resigns before the end of the two-year term, a member in good standing can self-nominate. If two or more members self-nominate, then an election will be held. The new term will begin on the first day of the next upcoming semester and continue until the next election.

III. Academic Committee Positions

In accordance with the provisions of our contract, positions on the Curriculum Committees and the Faculty Representative on the Academic Council's Policy Committee are to be voted on. All positions are for two years and are open to all Bargaining Unit members. Members can self-nominate or be nominated by others. Elections will be held in the Spring of odd-numbered years, with the term commencing at the start of the Fall semester following the election. Voting is open only to dues-paying union members. If a vacancy occurs in an Academic Council faculty co-chair or policy committee position prior to or on December 31, the Union shall select a replacement to serve for the remainder of

the academic year. If a faculty vacancy occurs after December 31, the position will remain open until new appointments are made for the subsequent academic year.

Curriculum Committees: See Article 22 in the [CCVUF Collective Bargaining Agreement](#).

IV. Quorums, Voting, Elections, and Open Meetings

Quorum of the Leadership Team shall comprise two members, or, if there are vacancies, shall comprise all sitting members; on any item requiring a vote of the Leadership Team, a vote of two shall carry the motion. Where one or more vacancies exist on the Leadership Team, and two votes are not possible or are not in accord, then any votes necessary for any action shall be taken by the Leadership Team and the Advisory Board. A majority of voting members will carry.

Elections and votes of the general membership shall occur by electronic* means. Election and voting emails will specify voting deadlines. A vote or election shall pass upon the majority of those voting. Elections shall be held in the Spring of odd-numbered years.

The Leadership Team shall hold an annual all-member meeting via a virtual platform.

Any meeting of the Leadership Team and/or the Advisory Board to discuss a disciplinary action or grievance involving any member shall not be open to the general membership, and any information discussed therein shall be held in strictest confidence to protect the affected member as well as the identity of any complainant.

V. Committees

The Leadership Team may convene such standing and temporary committees as are necessary to conduct the business of the CCVUF. Such committees may include a

member of the Leadership Team or the Advisory Board or may be comprised of separate membership reporting to those bodies.

Bargaining Team. The contract negotiation team for CCVUF shall be composed of CCVUF dues-paying Bargaining Unit members appointed by the CCVUF Leadership Team according to the VSCFF Constitution.

See the [VSCFF Constitution](#).

***Electronic Notice:** All communications and votes of the CCV United Faculty membership will occur via email.