

**Guild Membership Meeting Agenda
September 20th, 2011
12:20-1:30 p.m - Kreider Hall**

**I. CALL TO ORDER / VERIFYING THE QUORUM /
INTRODUCTION**

II. APPROVAL OF MINUTES OF MAY 31ST, 2011

<http://glendale.edu/Modules/ShowDocument.aspx?documentid=10926>

III. ANNOUNCEMENTS

a. New Guild Executive policies

i. Candidates' forum (pilot for Spring 2012)

ii. Guild Ethics Policy*

b. Sharon Hendricks for the CalSTRS Board

IV. APPROVAL OF NEW NEGOTIATORS

a. Robyn Fishman

b. Darren Leaver

V. NEGOTIATIONS UPDATE (Allen)

VI. YEAR-END REPORT ON GUILD TREASURY (Allen/Taghdis)

VII. DISCUSSION AND SUNSHINE OF BYLAW CHANGES

**a. Correction of the intended language for Operations
Officer/President Summer pay****

b. Transition Period for newly elected Guild officers***

VIII. CHANGES TO THE CHAPARRAL

IX. ADJOURNMENT

***Guild Ethics Policy:**

1. Conflict of Interest: When Guild Executive committee or the Professors for Quality Education committee is considering a financial transaction or arrangement, if an actual or possible conflict of interest exists for any committee member, the interested committee member must disclose its existence to the committee and be given the opportunity to relate all material facts about the actual or potential conflict.

2. Whistle blowing: Individuals are encouraged to report suspected incidents of inappropriate activities by Guild officers or appointees in the performance of their duties, and individuals who make such reports in good faith will be protected from retaliation. If the individual feels that reporting such incidents to the current Guild president would not be effective, they are encouraged to make their report to the immediate past president. If the individual feels that reporting would also not be effective, they may report such incidents to any past president of the Guild. Reports may be submitted on a confidential basis, and if so, will be kept confidential to the extent possible.

3. Records Retention: The Guild shall permanently retain in its archives the following documents: meeting minutes, official correspondence, audit reports, collective bargaining agreements, and tax filings. The Guild shall retain access for at least 10 years the following: income and expense logs, insurance documents, leases and contracts signed, canceled checks, receipts and invoices, expense reports, bank statements and reconciliations, deposit slips, and ballots.

**** (Article IV, Section 8) Compensation for Guild work during Summer:** The Guild President and Operations Officer shall be paid up to 150 hours each for work performed during the Summer, at the non-instructional hourly rate of pay. Executive Committee may authorize up to 100 hours total of such pay for additional Summer work performed by Guild members, which may include the President and/or Operations officers.

***** (Article V, Section 5 [New]) Guild Officers' Transition Period:** Newly elected officers to the Guild Executive shall be allowed to attend Guild Executive meetings immediately after the election results have been announced to the membership. Newly elected officers shall be allowed to participate in discussion but will remain as non-voting guests until the beginning of their term.