

CONSTITUTION FOR ADJUNCT FACULTY UNITED
AFT LOCAL 6262

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ARTICLE I

TITLE OF ORGANIZATION

This organization shall be known as Part-Time Faculty United, AFT Local 6262, AFL-CIO, hereafter referred to as AFT 6262..

ARTICLE II

PURPOSE

Section 1. The purpose of this organization is to support quality education, advance the cause of the part-time faculty, provide service to members, and represent unit members in their employment relations with the Santa Clarita Community College District. Through its work and its affiliation with the broader labor movement, AFT 6262 seeks to promote quality public education and support the rights of all workers.

ARTICLE III

MEMBERSHIP

Section 1. AFT 6262 membership is open to all Santa Clarita Community District employees who are part of the part-time faculty unit.

Section 2. Retired members of AFT 6262 who desire to continue to be members shall pay dues in an amount determined by the Executive Board.

Section 3. No discrimination shall be shown toward individual members or applicants for AFT 6262 membership because of sex, race, color, creed, age, religion, sexual orientation, social status, or national origin.

ARTICLE IV

OFFICERS

Section 1. The following officers shall be elected by the membership:

- a. President
- b. Vice President I
- c. Vice President II
- d. Vice President III
- e. Secretary
- f. Treasurer

Section 2. The Executive Board is the second highest decision-making body of AFT 6262 (after the membership). It shall consist of the elected officers and seven delegates elected at-large by the membership.

Section 3. Members in good standing as members of AFT 6262 for six (6) consecutive months prior to the election shall be eligible as candidates for AFT 6262 office.

Section 4. Officers and Executive Board members shall be elected by secret ballot (via U.S. Mail)

according to procedures established by the Elections Committee and approved by the Executive Committee.

- Section 5. Election of officers and Executive Board members shall be held during the six-week period prior to the conclusion of instruction during the Spring semester every other year. A plurality of all votes cast shall constitute the basis for election to office.
- Section 6. An officer of AFT 6262 or a member of the Executive Committee, whether elected or appointed, may be removed from office prior to the expiration of his/her term for act(s) detrimental to the interests of AFT 6262 upon presentation to the AFT 6262 Executive Board of a written petition containing specific documented charges signed by at least one-fourth of the total membership, or upon a motion supported in the affirmative by at least three-fourths of the total Executive Board membership. If at least 60% of the ballots cast at a general membership meeting called within fourteen (14) days of either action favor a recall, the person shall be recalled and the position shall be considered vacant. When an elected office is vacant, the Executive Board shall immediately fill the office on an interim basis until such time as an election is held pursuant to this Article. When an appointed office is vacant, the AFT 6262 President shall fill the vacancy subject to the approval of the Executive Board.

ARTICLE V DUTIES OF OFFICERS

- Section 1. The duties of the President shall include:
- a. Presiding at meetings of AFT 6262, including the Executive Board.
 - b. Serving as an ex-officio member of all AFT 6262 committees.
 - c. Signing all necessary papers and documents.
 - d. Representing AFT 6262 when and where necessary
 - e. Working in a collegial manner with other groups representing faculty interests.
 - f. Reporting to the membership at least once a year summarizing the accomplishments of AFT 6262 and outlining plans for the future.
 - g. Serving *ex officio* as AFL/CIO, AFT/CFT Chief Convention Delegate or designee.
 - h. Representing AFT 6262 at meetings of the California Federation of Teachers, Community College Council, American Federation of Teachers, and the Los Angeles Federation of Labor.
 - i. Representing AFT 6262 before the Santa Clarita Community College Board of Trustees
- Section 2. The duties of Vice President I shall include:
- a. Performing all presidential duties in the absence of the President.
 - b. Chair Contract Negotiations Team.
 - c. Carrying out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board.
 - d. Attending Executive Board meetings.
 - e. Acting as AFT/CFT Convention delegate

Section 3. The duties of Vice President II shall include:

- a. Performing all presidential duties in the absence of the President.
- b. Chair Membership Committee.
- c. Carrying out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board..
- d. Attending Executive Board meetings
- e. Acting as AFT/CFT Convention delegate

Section 4. The duties of Vice President III shall include:

- a. Performing all presidential duties in the absence of the President.
- b. Chair Grievance Committee.
- c. Carrying out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board.
- d. Attending Executive Board meetings
- e. Acting as AFT/CFT Convention delegate

Section 5. The duties of the Secretary shall include:

- a. Recording the minutes of all general membership and Executive Board meetings.
- b. Issuing all notices and answering all correspondence at the direction of the President and the Executive Board.
- c. Acting as the custodian of the seal and the charter of AFT 6262.
- d. Acting as AFT/CFT Convention delegate.
- e. Attending Executive Board meetings.

Section 6. The duties of the Treasurer shall include:

- a. Maintaining the complete financial records of AFT 6262.
- b. Depositing all incomes in the name of AFT 6262 and paying all expenditures as authorized by the adopted AFT 6262 budget or by action of the Executive Board.
- c. Preparing all reports in a timely manner as required by government agencies as well as the AFT and CFT.
- d. Preparing appropriate monthly statements for the Executive Board and annually for the membership following the close of the AFT 6262 fiscal year.
- e. Preparing proposed operating budget at least one month prior to the close of the current AFT 6262 fiscal year for consideration and adoption by the Executive Board.
- f. Acting as AFT/CFT Convention delegate.
- g. Attending Executive Board meetings.

ARTICLE VI

COMMITTEES

- Section 1. The Executive Board shall have the power to create standing and ad hoc committees as necessary. Standing committees of AFT 6262 shall include, but not be limited to, the following:
- a. Negotiating Team – chaired by Vice President I
 1. The Negotiating Team shall conduct the contract negotiations with the District. It shall have the authority to modify AFT 6262 contract proposals, accept or reject District proposals, and grant tentative approval of contract proposals pending ratification by a simple majority of the AFT 6262 members. The Chief Negotiator (Committee Chairperson) and the members of the Negotiating Team shall be appointed by the AFT 6262 President subject to the approval of the Executive Board. The Chief Negotiator shall be the principal spokesperson for the Team.
 2. Every reasonable effort shall be made in the appointment process to ensure that the diversity of interests represented by AFT 6262 shall be adequately reflected on the Team and/or have access whether directly or indirectly to the negotiation's process.
 3. Only members of AFT 6262 shall be eligible for selection by the Executive Board to serve on the Negotiating Team.
 - b. Committee on Political Education (COPE) - chaired by Executive Board Member
The Committee on Political Education (COPE) shall act as the political action arm of AFT 6262, actively engaging in elections and appropriate fund raising activities designed to protect and promote the professional interests of AFT 6262 and the faculty members it is charged to represent.
 - c. Grievance Review Committee, chaired by Vice President III ,
The Grievance Review Committee will have final authority to determine whether or not AFT 6262 should proceed to arbitration on a grievance.
 - d. Membership Committee – chaired by Vice President II
The Membership Committee shall recruit and maintain membership on a year-round basis, and be responsible for maintaining the membership lists of AFT 6262.
 - e. The Elections Committee
The Elections Committee shall be responsible for the running of elections.
 - f. Communications Committee
The Communications Committee shall be responsible for writing, printing and

distributing newsletters, Action Updates, fliers and mailings to Unit Members.

Section 2. The President, with the consent of the Executive Board, shall appoint the chairpersons and members of standing and special committees, except as that membership may be specified by AFT 6262 Constitution or By-Laws, who must be AFT 6262 members in good standing.

Section 3. Except as may otherwise be specified in the AFT 6262 Constitution, By-Law provisions or the current Agreement between AFT 6262 and the District, all appointments made by the AFT 6262 President are subject to the approval of and shall serve at the pleasure of the AFT 6262 Executive Board, and may be removed at the discretion of the Executive Board by a majority vote of the Board.

ARTICLE VII EXECUTIVE BOARD

Section 1. Executive Board members must be members of AFT 6262 in good standing.

Section 2. The Executive Board shall administer the policies of AFT 6262, and it shall have the authority to act on behalf of the AFT 6262 membership under those conditions where policy has not been formulated by the full membership.

Section 3. The AFT 6262 President shall serve as the Chairperson of the Executive Board.

Section 4. The Executive Board shall determine the time and location of Committee meetings. AFT 6262 members shall be so informed and that their attendance is welcomed.

Section 7. The Executive Board shall have the authority to employ all personnel whether full or part-time, including an Executive Director and clerical assistance, and such other persons as may be determined based on the needs and finances of AFT 6262.

Section 8. The Executive Board shall report its activities on a regular basis, at general membership meetings and/or in an AFT 6262 publication.

Section 9. A quorum, consisting of a majority of the Executive Board, must be present at the Board meetings in order to conduct AFT 6262 business.

ARTICLE VIII AFFILIATIONS

Section 1. AFT 6262 shall maintain affiliation with the following organizations, and delegates shall be elected in compliance with federal law and the AFT and CFT Constitutions:

- a. THE AMERICAN FEDERATION OF TEACHERS.
All delegates and alternates to the national convention of the AFT shall be selected by secret ballot. Notice of the election shall be sent to AFT 6262 members at least thirty (30) days prior to the meeting. The President and Secretary of the Executive Board shall certify the election and forward the credentials of all elected delegates and alternates to the AFT no later than fifteen (15) days prior to the convening of the national convention.
- b. THE CALIFORNIA FEDERATION OF TEACHERS.
Delegates and alternates to the state convention of the CFT shall be elected at least thirty (30) days prior to the convening of the convention by secret ballot..
- c. THE CALIFORNIA FEDERATION OF LABOR
Delegates to the California Federation of Labor Convention shall be selected by the Executive Board on the recommendation of the president.
- d. THE LOS ANGELES COUNTY FEDERATION OF LABOR (AFL-CIO)
Delegates to the Los Angeles County Federation of Labor shall be selected by the Executive Board on the recommendation of the president.

- Section 2. Delegates shall submit reports to the Executive Board concerning all meetings attended on behalf of AFT 6262.
- Section 3. AFT 6262 shall pay the expenses up to the amount permitted by the approved budget and actually incurred by those delegates and alternates authorized by the Executive Board to attend meetings and conventions.
- Section 4. Delegates and alternates to affiliated organizations shall be members in good standing of AFT 6262.
- Section 5. AFT 6262 shall make every reasonable effort to be active in the activities of affiliated organizations and, where possible, shall send delegates to the meetings and conventions of affiliated organizations.

ARTICLE IX MEETINGS

- Section 1. There shall be at least one general membership meeting called during the regular school year. The Executive Board may call such additional meetings at its discretion, or if a petition signed by one-fourth of the total membership requests such a meeting. The Membership Meeting shall act upon all matters referred to it by the president, by the Executive Board, or by a petition of twenty-five AFT 6262 members. The agenda for the meeting must be published at least 15 days in advance, and only items on the published agenda shall be considered at the meeting, unless the body, by a two-thirds vote, authorizes special consideration of an un-posted item. Thirty members shall constitute the quorum needed to conduct business at a membership meeting.

Section 2 There shall be at least one Executive Board meeting each month during the Fall and Spring semesters. Meeting dates shall be set at the first meeting of the semester and published in the newsletter. The Executive Board may schedule additional meetings as needed. The agenda for each meeting should be published at least three days in advance of the meeting.

ARTICLE X FINANCE

Section 1. Revenue in addition to dues revenue may be obtained for AFT 6262 through fundraising activities at the discretion of the Executive Board.

Section 2. AFT 6262 shall conduct audits as required by the AFT Constitution and as required by law.

Section 3. The Executive Board shall establish the fiscal year to be used for AFT 6262 accounting.

ARTICLE XI PROCEDURAL RULES

Robert's Rules of Order (revised) shall govern in those areas not covered by the AFT 6262 Constitution or By-Laws.

ARTICLE XII CONSTITUTIONAL AMENDMENT

This Constitution may be amended by a simple majority of the members voting (via U.S. mail) provided the proposed amendment is submitted to the membership prior to the balloting.

ARTICLE XIII AVAILABILITY OF THE CONSTITUTION

Copies of this Constitution shall be available upon request to AFT 6262 members.

BY-LAWS

ARTICLE I DUES

Section 1. Dues to AFT 6262 shall be paid, through payroll deductions, at the rate of \$20 per month plus an amount equal to the sum of any post August 2004 increases in per capita payments to the American Federation of Teachers or the California Federation of Teachers.

ARTICLE II REPLACEMENT OF EXECUTIVE BOARD OFFICER

Section 2. If an officer fails to attend three consecutive Executive Board meetings, then the position shall be considered to be vacant. The Executive Board shall appoint an officer to complete the replaced officer's term. The Executive Board, by a majority vote, may excuse absences for good and sufficient reasons.