

CONSTITUTION FOR ADJUNCT FACULTY UNITED AFT LOCAL 6262

Article I. TITLE OF ORGANIZATION

Section 1. 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, or any other status protected by law.

Article IV. OFFICERS AND DIRECTORS

Section 1. Officers and Directors must be members of AFT 6262 in good standing. "Good standing" is defined as:

- (a) Membership not previously revoked by CFT or AFT**
- (b) A member who pays dues to Local 6262**
- (c) As verified by the VP of Membership**

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 following officers shall be elected by the membership:

- (a) President**
- (b) Vice President I –Negotiations Chair**
- (c) Vice President II – Membership Chair**
- (d) Vice President III – Grievance Chair**
- (e) Vice President IV – Member Action Chair**
- (f) Vice President V – Outreach Chair**
- (g) Secretary**
- (h) Treasurer**
- (i) Such other vice-presidential positions as may be established in accordance with the provisions of Article VII, Section 5 of the AFT Washington Bylaws and Section 12(B) of the AFT Washington Standing Rules.**

Section 5. These duly-elected officers shall have exclusive voting power.

Section 6. Members in good standing of AFT 6262, per Article IV, Section I, for three (3) consecutive months prior to the election shall be eligible as candidates for AFT 6262 office.

Article V. EXECUTIVE BOARD

Section 1. Executive Board is comprised of the officers as set forth in ARTICLE IV,

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 board meetings. AFT 6262 members shall be so informed and that their attendance is welcomed.

Section 5. 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 6. The Executive Board shall report its activities on a regular basis, at general membership meetings and/or in an AFT 6262 publication.

Section 7. 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 VI. 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 VII. 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. The published agenda shall notify members of open and closed sessions.

Article VIII. **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 IX. **PROCEDURAL RULES**

Section 1. Robert's Rules of Order (revised) shall govern in those areas not covered by the AFT 6262 Constitution or By-Laws

Article X. **CONSTITUTIONAL AMENDMENT**

Section 1. This Constitution may be amended by a 2/3 majority of the Executive Board, followed by a simple majority of the ballots cast by members in either a regularly scheduled or special election.

Article XI. AVAILABILITY OF THE CONSTITUTION

Section 1. Copies of this Constitution shall be available to AFT 6262 members on request.

BY-LAWS

Article I. DUES AND STIPENDS

Section 1. Dues to AFT 6262 shall be paid, through payroll deductions, at the rate of \$21.25 per month plus an amount equal to the sum of any post August 2004 increases in operational expenses payments to the American Federation of Teachers or the California Federation of Teachers.

Section 2. Stipends

- (a) **The President will be compensated for duties with a monthly stipend of \$600 during a twelve-month year.**
- (b) **The Treasurer will be compensated with a monthly stipend of \$400 during a twelve-month year.**
- (c) **All other officers shall be compensated for duties, with a monthly stipend of \$400 during the 10-month academic year. Additional work carried out during summer and winter intersession may be compensated subject to board approval.**
- (d) **Officers shall account for no less than 13 hours per month with appropriate documentation in accordance with the Hudson Report.**

Article II. REPLACEMENT OF EXECUTIVE BOARD OFFICER

Section 1. If an officer fails to attend a total of three Executive Board meetings per term, then the position shall be considered to be vacant. The Executive Board shall appoint an officer to complete the replaced officer's term if more than 50% of the term remains. The Executive Board, by a majority vote, may excuse absences for good and sufficient reasons. Good and sufficient reasons include personal or family illness, union or professional academic business as determined by the board. Every reasonable attempt will be made to schedule meetings that do not conflict with board members' personal or family commitments, but these occasions will not be considered sufficient reason for absence. In the event of an unavoidable absence, the officer will provide a report to be included with the agenda. Removal of the officer shall be determined by a board majority vote.

Article III. DUTIES OF OFFICERS

Section 1. The duties of the President shall include:

- (a) Preside at meetings of AFT 6262, including the Executive Board.**
- (b) Serve as an ex-officio member of all AFT 6262 committees.**
- (c) Sign all necessary papers and documents.**
- (d) Represent AFT 6262 when and where necessary.**
- (e) Work in a collegial manner with other groups and/or representing faculty interests or, when necessary, appointing a designee.**
- (f) Report to the membership at least once a year summarizing the accomplishments of AFT 6262 and outlining plans for the future.**
- (g) Serve ex officio as AFL/CIO, AFT/CFT Chief Convention Delegate or appoint a designee.**
- (h) Represent AFT 6262 at meetings of the California Federation of Teachers,**
- (i) Community College Council, American Federation of Teachers, and the Los Angeles Federation of Labor.**
- (j) Represent AFT 6262 before the Santa Clarita Community College Board of Trustees.**
- (k) Serve ex officio as member of the Collective Bargaining Agreement Negotiating team.**
- (l) Maintain individual Hudson report to be submitted to the Treasurer upon request.**

Section 2. The duties of Vice President I shall include:

- (a) Perform all presidential duties in the absence of the President.**
- (b) Chair Contract Negotiations Committee.**
- (c) Act as Principle Negotiator on the Negotiating Team.**
- (d) Carry out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board.**
- (e) Attend Executive Board meetings.**
- (f) Maintain individual Hudson report to be submitted to the Treasurer upon request.**

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

- (a) Perform all presidential duties in the absence of the President.**
- (b) Chair Membership Committee.**

- (c) Carry out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board.
- (d) Attend Executive Board meetings.
- (e) Maintain individual Hudson report to be submitted to the Treasurer upon request.

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

- (a) Perform all presidential duties in the absence of the President, VP I, or VP II.
- (b) Chair Grievance Committee.
- (c) Act as first point of contact for members seeking AFT 6262 advice about a possible grievance.
- (d) Assist unit members as AFT 6262 representative through all grievance-related procedures, or delegate such assistance to available Executive Board members, in compliance with the steps and procedures specified in the current Collective Bargaining Agreement with the SCCCD.
- (e) Carry out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board.
- (f) Attend Executive Board meetings.
- (g) Maintain individual Hudson report to be submitted to the Treasurer upon request.

Section 5. The duties of Vice President IV shall include

- (a) Chair Member Action committee.
- (b) Chair Scholarship Committee.
- (c) Chair Elections Committee
- (d) Carry out such additional executive and administrative responsibilities on behalf of AFT 6262 as may be determined by the Executive Board.
- (e) Attend Executive Board meetings.
- (f) Maintain individual Hudson report to be submitted to the Treasurer upon request.

Section 6. The duties of Vice President V shall include

- (a) Chair Outreach Committee.
- (b) Organize outreach activities, including membership drives, visibility campaigns, rallies, and community relations projects.
- (c) Monitor and report on political affairs.

- (d) Chair the Committee on Political Education (COPE), which shall act as the political action arm of AFT 6262.
- (e) Maintain individual Hudson report to be submitted to the Treasurer upon request.

Section 7. The duties of the Secretary shall include:

- (a) Record the minutes of all general membership and Executive Board meetings.
- (b) Issue all notices and answering all correspondence at the direction of the (c) President and the Executive Board.
- (d) Act as the custodian of the seal and the charter of AFT 6262.
- (e) Attend Executive Board meetings.
- (f) Maintain individual Hudson report to be submitted to the Treasurer upon request

Section 8. The duties of the Treasurer shall include:

- (a) Maintain the complete financial records of AFT 6262.
- (b) Deposit 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) Prepare all reports in a timely manner as required by government agencies as well as the AFT and CFT.
- (d) Prepare appropriate monthly statements for the Executive Board and annually for the membership following the close of the AFT 6262 fiscal year.
- (e) Prepare 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) Attend Executive Board meetings.
- (g) Maintain individual Hudson report to be submitted to the Treasurer upon request.

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) **Negotiations Committee – chaired by Vice President I**
 - (i) The Negotiations Committee shall conduct annual inquiries to obtain unit member input on items and priorities for upcoming contract negotiations.

- (ii) The Negotiations Committee shall, on an ongoing basis, research potential contract negotiation items and collect comparative data to inform negotiation strategies and member information updates.
- (iii) The Negotiations Committee will draft AFT 6262 initial proposals for contract negotiations. If requested, the Negotiations Committee will assist with drafting of counter-proposals during negotiations.
- (iv) The Negotiations Committee will advise and assist the Negotiating Team

(b) Membership Committee – chaired by Vice President II

- (i) The Membership Committee shall recruit and maintain membership on a yearround basis, and be responsible for maintaining the membership lists of AFT6262.

(c) Grievance Review Committee, chaired by Vice President III

- (i) The Grievance Review Committee will consist of only executive Board members and will include all Executive Board members who have acted as representative to one or more unit members to the end of the elected terms.
- (ii) The committee chair may appoint additional members to the committee.
- (iii) The committee will ensure that AFT 6262 maintains compliance with all grievance procedure provisions of the Collective Bargaining Agreement with SCCCD.
- (iv) The committee will ensure that all relevant aspects of the CBA are scrutinized and accurately understood.
- (v) The committee will have final authority to determine whether AFT 6262 should proceed to arbitration on a grievance.

(d) The Elections Committee – chaired by Vice President IV

- (i) Election of officers 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.
- (ii) The Chair shall select and test the ballot tool prior to voting and, if applicable, create access accounts for the Designee and/or any additional Committee members who require access to the electronic voting tool. The Chair and any additional Board member with voting tool access shall obtain support information for the voting tool.
- (iii) The Chair shall configure the voting tool with the appropriate e-mail addresses for automatic administrator notifications.
- (iv) Officers shall be elected by secret electronic ballot [amended May, 2013] according to procedures established by the Elections Committee and approved by the Executive Board.
- (v) An officer of AFT 6262 or a member of the Executive Board, 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.

- (vi) If at least 60% of the ballots cast at a general election 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 with more than 50% of the term outstanding, the Elections Committee shall conduct a special election according to the procedures in Article VI, Section 1e. If no members are nominated for the vacant position within the specified time frame, the Executive Board may, after the nomination deadline has passed, immediately fill the office on an interim basis until the next regularly scheduled election is held pursuant to this Article. When an elected office is vacant with less than 50% of the term remaining, the Executive Board may, but is not required to, appoint an interim replacement prior to the next regularly scheduled election. When an appointed office is vacant, the AFT 6262 President shall nominate a replacement subject to the approval of the Executive Board. (vii) The Elections Committee shall be responsible for the running of elections:
- 1) Elections shall be held every two years in the spring semester.
 - 2) These elections will be conducted electronically and voting shall be anonymous.
 - 3) The chair of the elections committee shall appoint at least two unit members and an impartial observer from the campus community to oversee proceedings.
 - 4) The committee is required to be present to witness the counting of the ballots when polling is closed.
 - 5) A call for nominations will be announced via email to all eligible unit members.
 - 6) The call for nominations will be open for a minimum of three weeks.
 - 7) Nominations may come from eligible candidates (self-nomination), or from an eligible nominee.
 - 8) If nominated, candidates must inform the Elections Committee chair of their acceptance of the nomination in order to be included on the ballot.
 - 9) At the end of the nomination period, the Elections Committee chair will compile and distribute a ballot.
 - 10) Candidates will have two weeks to campaign before the election.

- 11) Candidates may NOT utilize campus resources, including but not limited to reprographics, staff email lists derived from district sources (not including department emails), or district materials for the purpose of their campaign.
- 12) Candidates may contact unit members via district internal mailboxes, department email lists, or face to face meetings.
- 13) Candidates may form slates.
- 14) The Elections Committee chair will distribute voting instructions to unit members during the campaign period.
- 15) Polling shall open on the Friday of the final campaign week and remain open for four (4) consecutive days, closing at 11:59pm PST the following Monday.
- 16) The Elections Committee shall not have access to polling numbers during the voting period but shall be available to troubleshoot problems with casting votes.
- 17) If a unit member is unable to vote electronically, the Elections Committee will provide a ballot in a double-sealed envelope, to be signed on the outside by the unit member. The inner envelope shall be opened in the presence of the committee during ballot counting
- 18) The Elections Committee shall meet within 24 hours of the election closing to verify the results.
- 19) Results will be announced to candidates, then unit members, then the campus community, via email within 24 hours of counting and verification.

(e) Scholarship Committee – chaired by Vice President IV The chair of the scholarship committee will request student nominations from all teaching adjunct faculty, no later than Spring Break in the spring semester.

- (i) The committee shall meet to select up to 5 eligible candidates from the nominees and submit the choices to the Executive Board.
- (ii) The chair will liaise with the SCCCD Financial Aid Office to be included in the Awards presentation.

(f) Outreach Committee – chaired by Vice President VI

- (i) The chair will disseminate information and elicit membership participation through regular and ad-hoc publications, including newsletters, website and social media updates, electronic and print mailings, and press releases.

(g) COPE Committee – chaired by Vice President VI

- (i) The chair will actively engage 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.

Section 2. As needed, the chair of a committee can create an ad hoc committee within their purview, subject to board approval.

- (a) The chair may select up to two (2) unit members considered knowledgeable in the subject area, to serve on the committee.**
- (b) Stipends will be offered to these unit members in an amount not to exceed one hundred dollars (\$100) per month, while serving on the committee.**
- (c) If select committees are formed, the length of time the committee will operate will be determined at the time of the proposal.**
- (d) When the committee has not completed the project within the time determined, the chair will propose a new timeline for board approval.**
- (e) The President may propose other committees, which shall be created subject to board approval.**

Article IV. Collective Bargaining Agreement Negotiating Team

Section 1. The Negotiating Team will be formed no later than one month prior to the first negotiations meeting with the District of each new round of negotiations.

Section 2. The Negotiating Team will be comprised of the current local President and Vice President I, and members shall be appointed by the President subject to Executive Board approval. 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.

- (a) Only members of AFT 6262 shall be eligible for selection by the Executive Board to serve on the Negotiating Team.**
- (b) The Chief Negotiator shall be the principal spokesperson for the team.**

Section 3. The Negotiating Team shall conduct contract negotiations with the District. The Team 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 AFT Local 6262 members.