

BY-LAWS

Article I – Dues and Release Time Compensation

Section 1. Dues to AFT 6262 shall be paid, through payroll deductions, at the rate of \$25.00 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. Release Time Compensation (Article 4.J. funds)

- (a)** The President shall receive a monthly payment of 25% of the Article 4.J. funds.
- (b)** The Vice President I (Negotiations Chair) shall receive a monthly payment of 20% of the Article 4.J. funds.
- (c)** The Vice President III (Grievance Chair) shall receive a monthly payment of 17.5% of the Article 4.J. funds.
- (d)** The Vice Presidents III (Membership and Member Action) and IV (Communications), and Treasurer, shall each receive a monthly payment of 10% the of Article 4.J. funds.
- (e)** All other officers shall each receive a monthly payment of 7.5% the of Article 4.J. funds.
- (f)** All Article 4.J. funds will be paid by the District directly to each officer through the regular payroll process.
- (g)** In order to receive compensation, the officer must hold their position on the date that the compensation is requested from the District. If an officer position is vacant on the day compensation is requested from the District, the funds allocated for that position must be divided equally among the current officers.
- (h)** Officers may receive additional compensation as approved by the Executive Board by a majority vote.
- (i)** The Negotiations Team may bargain for and allocate retroactive Article 4.J. payments.
- (j)** When there is a need to work beyond the individual Board Member percentages of Article 4.J as outlined in this section, individual Board Members may apply for additional compensated labor time. Such additional compensated labor time will be paid out through the AFT General Fund. Board Member(s) must obtain approved from the President and Treasurer prior to applying for such funds and must submit accurate Hudson Reports to be compensated.

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 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.

Section 2. An Officer may be removed from office for failing to preform their duties or for other just cause. Removal of the officer shall be determined by a board majority vote. The Executive Board shall appoint an officer to complete the removed officer's term if more than 50% of the term remains. If less than 50% of the term remains, the position may remain vacate until the next election.

Article III. DUTIES OF OFFICERS

Section 1. The duties of the President:

- (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) Represent AFT 6262 at all of the Santa Clarita Community College Board of Trustees Meetings.
- (j) Serve ex officio as member of the Collective Bargaining Agreement Negotiating team.
- (k) Maintain individual Hudson report to be submitted to the Treasurer on the first day of each month.
- (l) Represent AFT 6262 at all of the Academic Senate Meetings.
- (m) Attend all Grievance Hearings
- (n) Attend all Complaint Hearings
- (o) If the President is unable to attend to one of these duties, then the President will appoint a designee to perform the duty. A portion of the President's

Article 4.J. funds may be reallocated to this designee.

Section 2. The duties of Vice President I (Negotiations):

- (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 on the first day of each month.
- (g) Attend all Grievance Hearings.
- (h) Attend Complaint Hearings as Necessary.

Section 3. The duties of Vice President II (Grievances):

- (a) Perform all presidential duties in the absence of the President, and VP I.
- (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 on the first day of each month.
- (h) Serve as a member of the Negotiations Team
- (i) Attend all Complaint Hearings

Section 4. The duties of Vice President III (Membership and Member Action):

- (a) Chair Membership committee.
- (b) Chair Scholarship Committee.
- (c) Chair Elections Committee
- (d) Recruit new members
- (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 on the first day of each month.

Section 5. The duties of Vice President IV (Communications):

- (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) Manage internal email and/or marketing membership database(s).
- (e) Chair the Committee on Political Education (COPE), which shall act as the political action arm of AFT 6262.
- (f) Maintain individual Hudson report to be submitted to the Treasurer on the first day of each month.

Section 6. The duties of the Secretary:

- (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 President and the Executive Board.
- (c) Act as the custodian of the seal and the charter of AFT 6262.
- (d) Attend Executive Board meetings.
- (e) Maintain individual Hudson report to be submitted to the Treasurer on the first day of each month.

Section 7. The duties of the Treasurer:

- (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) Contact District Payroll and CFT Home Office.
- (g) Manage relevant databases (ex: Connect).
- (h) Attend Executive Board meetings.
- (i) Maintain individual Hudson report to be submitted to the President on the first day of each month.
- (j) Submit monthly Article 4.J. payment requests to the District.

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 III

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

(c) Grievance Review Committee-chaired by Vice President II

- (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 III

- (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. If there is only one candidate for each open position, then an election will not be held and the nominee will automatically assume the position to which they were nominated. Terms will commence on August 1st of the election year. If there is no nominee for a position. The Executive Board will make every effort to appoint someone to the open position.
- 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. Candidates will have two weeks to campaign before the election.
- 10) 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.
- 11) Candidates may contact unit members via district internal mailboxes, department email lists, or face to face meetings.
- 12) Candidates may form slates.
- 13) The Elections Committee chair will distribute voting instructions to unit members during the campaign period.
- 14) 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.
- 15) The Elections Committee shall not have access to polling numbers during the voting period but shall be available to troubleshoot problems with casting votes.

- 16) 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.
 - 17) The Elections Committee shall meet within 24 hours of the election closing to verify the results.
 - 18) 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 III. 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 IV**
- (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 IV**
- (i) The chair will actively engage in elections and appropriate fundraising 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, Vice President I (Negotiations), and Vice President III (Grievances). The Negotiations Chair may appoint additional members to the Negotiations Team. The Negotiations Chair may remove members from the Negotiations Team. With the Executive Board's approval, the Negotiations Chair may hire outside counsel and/or consultants to assist with negotiations. 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.

Article V. Amendments

These by-laws may be amended by a simple majority vote of the Executive Board.

