A Union of Professionals

CONSTITUTION OF AFT LOCAL 6262
Proposed Amendments
August 22, 2026

ARTICLE I
NAME AND AFFILIATIONS

This organization shall be known as Local 6262, CFT, AFT, AFL-CIO (the "Local"). The Local is a chartered affiliate of the American Federation of Teachers ("AFT") and affiliated with the California Federation of Teachers ("CFT").

ARTICLE II
OBJECTIVES

The purpose of this organization shall be:

Section 1. To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.

Section 2. To advance the economic, social, and political well-being of the membership.

Section 3. To promote the improvement of standards in the employment situation of the membership.

Section 4. To encourage mutual understanding and cooperation among the membership.

Section 5. To promote the interests of citizens who are served by the membership.

Section 6. To promote the effectiveness and quality of the institutions in which our members work.

Section 7. To promote democracy, equality, and trade unionism in the society at large.

ARTICLE III
MEMBERSHIP

Section 1. All employees of the Santa Clarita Community College District ("District") who are part of the part-time faculty unit are eligible for membership in this organization. Elected officers who properly make timely dues payments

will continue to be deemed members in good standing regardless of active working or employment status with the District.

Section 2. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, disability, social, political, or economic status, or national origin.

Section 3. Discipline of members.

a. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the Local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

b. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.

c. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.

d. At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.

e. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

Section 4. A member in good standing is defined as a member (including elected officers) who is current in payment of dues to the organization. A member who is more than 30 days delinquent in dues payment shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

Section 5. The Executive Board shall in its discretion establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

ARTICLE IV
ELECTION OF OFFICERS
AND ELIGIBILITY TO VOTE IN OFFICER ELECTIONS

Section 1. Elections shall be conducted in accordance with the AFT Constitution and, as incorporated in the AFT Constitution, the standards set out by the Labor-Management Reporting and Disclosure Act ("LMRDA").

Section 2. Officers shall be elected, and elections shall be concluded except for appeals (if any), during the month of April, no later than the Friday after Spring Break. Terms of office shall be three years. The organization will elect the following officers:

a. President
b. Vice President & Chair of Bargaining
c. Secretary
d. Treasurer
e. Executive Board Member – Chair of Communications
f. Executive Board Member – Chair of Grievance Processing
g. Executive Board Member – Chair of Member Outreach & Action

Section 3. To be eligible for office a person must be a dues-paying member in good standing of the organization for a continuous period of six months prior to the date of the election.

Section 4. To be eligible to vote a person must be a dues-paying member in good standing of the organization for a continuous period of 30 days prior to the date of the election.

Section 5. The Elections Committee shall conduct all general and special elections and referenda of the organization.

a. The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Board. The Elections Committee shall elect its chair.

b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.

Section 6. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by both email and first class U.S. Mail to the members' last known home or email address; and shall post notice of the election on the Local website. Notice shall be sent to either the personal or work email of the member. To increase member engagement and if

permissible, emailed Notice of the election shall be sent at least once to a listserv of the District, if such listserv encompasses the bargaining unit. Eligible members may request a mail-in ballot no later than 30 days after the Elections Committee has notified all members of the opening of nominations for officers. Ballots must be postmarked with the last eligible voting day to be counted.

Section 7. The nomination of candidates for office shall be conducted as follows:

a. Nominations may come from eligible candidates (self-nomination), or from an eligible nominee. Said nominations must be submitted no later than fifteen (15) days following the notice of the opening of nominations.

b. The Members nominated to run for office must affirmatively accept their nomination by email to the Elections Committee no later than thirty (30) days following the notice of the opening of nominations.

c. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office prior to the notification of the election date and the candidates for offices.

Section 8. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices. The notice shall be distributed by email and by posting to the Local's website. To increase member engagement and if permissible, emailed Notice of the election shall at least once be sent to a listserv of the District, if such listserv encompasses the bargaining unit. Mail-in ballots must be postmarked by the eligible voting day to be counted.

Section 9. The Elections Committee shall conduct an election for officers. The vote shall be by secret ballot. The majority of the ballots cast for each officer position shall determine the outcome of the election. Eligible members may request to observe the ballot tabulation via videotelephony software (ex: Zoom).

The election, the balloting, and all voting and tabulation may be conducted by electronic means using a reputable, professional vendor with a history of conducting officer elections that are compliant with the AFT Constitution and/or the LMRDA.

Section 10. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.

Section 11. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the posting of election results. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

Section 12. The election results will be published and distributed to the membership within thirty (30) days of the count by email and by posting on the Local's website. All elections materials, including the ballots, will be kept in a secure location for one (1) year.

Section 13. Successful candidates shall assume office within thirty (30) days of the conclusion of the election.

Section 14. Excluding vacancies in the office of the President or vacancies created when an officer is recalled, the Executive Board will have the power to fill vacancies on the Board and in any other officer position until the next general election of officers.

Section 15. A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

ARTICLE V
DUTIES OF OFFICERS

Section 1. The President shall:

a. be the presiding officer at all meetings of the membership and the Executive Board;

b. be an ex-officio member of all standing committees except the Elections Committee;

c. appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;

d. be the principal executive officer of the organization;

e. receive, report and respond to correspondence of the organization;

f. supervise all employees of the organization;

g. be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;

h. represent the organization before bodies of the employer, executive and legislative officials;

i. represent the organization before the public, community organizations, and the news media;

j. be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;

k. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;

l. make an annual report to the organization's membership; and

m. be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.
n. perform other duties as assigned by the Executive Board
o. attend Executive Board meetings.

Section 2. The Vice President & Chair of Bargaining shall:

a. assume the duties of the President in the event of the absence, illness, or death of the President;

b. perform other duties as delegated by the President or assigned by the Executive Board; and

c. co-sign financial instruments in the absence of the President or Treasurer.
d. perform all presidential duties relating to bargaining in the absence of the President.
e. chair the Bargaining Committee.
f. act as Principle Negotiator on the Bargaining Committee.
g. perform other duties as delegated by the President, or assigned by the Executive Board
h. attend Executive Board meetings.

Section 3. The Secretary shall:

a. maintain the non-financial files and records of the organization;

b. be the custodian of the seal and charter of the organization;

c. record and keep accurate minutes of meetings of the membership and the Executive Board;

d. assist the President in handling the correspondence of the organization;

e. oversee the work of, and receive and certify the reports of, the Elections Committee;

f. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act; and

g. where appropriate, a local may merge the offices and duties of the Secretary and Treasurer.
h. perform other duties as delegated by the President, or assigned by the Executive Board
i. attend Executive Board meetings.

Section 4. The Treasurer shall:

a. receive, record and deposit all dues monies and other income in the name of the organization;

b. maintain accurate membership records;

c. issue membership cards and notices of delinquency;

d. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;

e. maintain all financial records of the organization;

f. arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership;

g. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;

h. oversee the work of and receive reports from the Finance Committee;

i. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and

j. where appropriate a local may merge the offices and duties of the Secretary and Treasurer.
k. perform other duties as delegated by the President, or assigned by the Executive Board
l. attend Executive Board meetings.

Section 5. Executive Board Member – Chair of Communications shall:

a. co-chair the Member Outreach & Communications 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. perform other duties as delegated by the President, or assigned by the Executive Board
f. attend Executive Board meetings.

Section 7. Executive Board Member – Chair of Member Outreach & Action shall:

a. co-chair the Member Outreach & Communications Committee
b. recruit new members and organize current members to action.
c. perform other duties as delegated by the President, or assigned by the Executive Board
d. attend Executive Board meetings.

Section 6. Executive Board Member – Chair of Grievance Processing shall:

a. chair the Grievance Committee.
b. act as first point of contact for members seeking AFT 6262 advice about possible grievances.
c. assist unit members as AFT 6262 representative through all grievance-

related or delegate such assistance to available Executive Board members. AFT 6262 may assist unit members with complaints but are not legally required to do so.

d. perform other duties as delegated by the President, or assigned by the Executive Board
e. attend Executive Board meetings.

Section 8. All officers elected by the general membership of the organization shall serve as members of the Executive Board.

ARTICLE VI
EXECUTIVE BOARD

Section 1. The Executive Board shall meet monthly or every two months, either in-person or by videoconference, or at the call of the President, or at the call of two (2) or more of the Board Members, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be one-half of its members.

Notice of all Executive Board meetings shall be provided in advance by electronic means to all members and posted on the Local website.

Section 2. The Executive Board shall determine the agenda for all Membership Meetings.

Section 3. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 4. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.

Section 5. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

Section 6. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.

Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws (if any) of the organization.

Section 8. The Executive Board shall issue regular reports, including an annual report, to the membership.

Section 9. Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement.

ARTICLE VII
COMMITTEES

Section 1. The standing committees of the organization shall be:

a. Elections
b. Grievance
c. Bargaining
d. Member Outreach & Communications

Section 2. The Executive Board, either on its own initiative, or at the direction of the Membership Meeting, may establish special committees.

Section 3. The President, with the approval of the Executive Board, shall appoint all committee chairs and committee members.

Section 4. Each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

Section 5. The Elections Committee shall conduct and supervise all elections of the organization.

Section 6. The Grievance Committee shall work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes beyond the immediate work location. The grievant may appeal these last decisions to the Executive Board. The Executive Board shall develop and adopt a policy that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals. The Grievance Committee shall follow this policy.

Section 7. The Bargaining Committee shall perform all duties relating to collective bargaining with the Santa Clarita Community College District..

Section 8. The Member Outreach & Communications Committee shall develop programs and activities that shall cause all eligible persons to join and participate in the organization. The Committee shall organize outreach activities, including membership drives, visibility campaigns, rallies, and community relations projects; monitor and report on political affairs; and manage internal email and/or marketing membership database(s).

ARTICLE VIII
MEMBERSHIP MEETINGS

Section 1. The legislative power of the organization shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the organization.

Section 2. The Membership Meeting shall meet annually, in-person at a predetermined time and place, or more or less often as approved by the majority vote of assembled members in the regularly constituted Membership Meeting.

Section 3. Quorum for the Membership Meeting shall be ten percent (10%) of total membership of the organization.

Section 4. Special meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

ARTICLE IX
REVENUES

Section 1. The dues of this organization shall be $25 per payroll period, plus the prevailing per capita amounts for the AFT, State Federation, and AFL-CIO local and state affiliates, and insurance premiums. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount.

Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

ARTICLE X
AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

a. The American Federation of Teachers, AFL-CIO. Whenever possible, the Local will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.

b. The California Federation of Teachers,, the state affiliate of AFT. Whenever possible, the union will send delegates to the CFT convention. Delegates will be elected by procedures consistent with Article IV of this Constitution.

ARTICLE XI
RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE XII
AMENDMENT

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next Membership Meeting. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next, duly noticed Membership Meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all members a reasonable time prior to the Membership Meeting at which the amendment will be introduced and discussed.

Section 2. A quorum for any in-person meeting at which constitutional amendments are to be considered and adopted shall consist of forty (40) percent of the membership of the organization. In the alternative, in lieu of an in-person vote, a secret ballot vote may be conducted by electronic means as described below.

Section 3. The membership shall vote on all amendments to the Constitution.

a. Following the membership meeting at which the proposed amendment was introduced, the Election Committee will hold a secret ballot vote on the amendment at the next Membership Meeting.

b. In the alternative, following the membership meeting at which the proposed amendment was introduced, a special membership meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article VIII, Section 4.

c. In the alternative, following a membership meeting at which the proposed amendments are introduced, the Election Committee may hold an electronic, secret ballot vote by a reputable, professional vendor with a history of conducting union officer voting which is compliant with the AFT Constitution and/or the LMRDA.

d. The Elections Committee will tally the results. Two-thirds (2/3) of the membership present at the in-person meeting shall be required for passage of the amendment. Two-thirds of the membership voting shall be required for the passage of an amendment where the voting is conducted electronically.

ARTICLE XIII
AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

ARTICLE XIV
NATIONAL AND STATE AFFILIATE CONSTITUTIONS; PRIOR LOCAL CONSTITUTION & BYLAWS

Section 1. This Local shall at all times be subject to and superseded by the provisions of the AFT Constitution and, to the degree not in conflict with the AFT Constitution, the CFT Constitution & Bylaws.

Section 2. This Constitution supersedes all and any prior Local Constitution and Local Bylaws, which shall have no further force or effect.