

CONSTITUTION AND BYLAWS
OF
STATE CENTER FEDERATION OF
TEACHERS

LOCAL 1533

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STATE CENTER FEDERATION OF TEACHERS, LOCAL 1533

ARTICLE I – Name of Organization

The name of this organization shall be the State Center Federation of Teachers (SCFT), Local 1533, hereinafter called the Federation or SCFT.

ARTICLE II – Purpose and Objectives

- Section 1. The purpose of this organization shall be to represent the full-time and part-time faculty as the exclusive bargaining agent for each unit member.
- Section 2. The primary objective shall be to raise the standards of the education professional by securing the conditions essential to the best professional service. A further objective includes promoting such democratization of the colleges as will enable faculty to equip their students to take their places in the social and cultural life of the community. And finally, the Federation has the objective to promote the welfare of the young people of the nation by providing progressively better educational opportunity for all.

ARTICLE III – Membership

- Section 1. Membership in the Federation shall be open to all full-time and part-time classroom and tutorial instructors, librarians, counselors, school nurses and others as defined by the SCFT contract.
- Section 2. No discrimination shall ever be shown toward individual members or applicants for membership because of race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, political affiliations, marital status, veteran status, physical disability, mental disability, medical condition, or genetic information.

ARTICLE IV – Executive Council Positions and Appointments

- Section 1. Executive Council Members of the Federation shall be the following:
- a. President
 - b. Executive Vice President
 - c. Immediate Past President
 - d. Secretary/Treasurer (Appointed)
 - e. Chief Negotiator (Appointed)
 - f. Vice President of Member Rights (Appointed; For each College)
 - g. Vice President of Academic Affairs (For each College)
 - h. Vice President of Labor Relations/Committee on Political Education (COPE)

- i. Vice President of Adjunct Affairs
- j. Editor of the Federalist (Appointed)
- k. Full-time Faculty Representatives At-Large
(Actual number of representatives per college will be determined by counting each 75 Federation members or fraction thereof at each college)
- k. Part-time Faculty Representatives At-Large
(Actual number of representatives per college will be determined by counting each 75 Federation members or fraction thereof at each college)

Section 2. Eligibility: To be eligible as candidates for Federation office, faculty members of the Federation must be in good standing, and have been a member of the Federation for at least one-year prior to being elected. Administrators and Directors as defined by the SCFT contract of the district are ineligible for membership.

Section 3. Election of Officers: Officers shall be elected no later than the month of May each year by members in good standing of the Federation through secret, written ballot distributed to the entire membership.

Section 4. Term of Office: All elected officers shall assume office August, in the election year. Term of office for all Executive Council members shall be two years, with half of the Council elected each year.

Section 5. Removal from Office: An officer of the Federation, whether elected or appointed, may be removed from office prior to the expiration of his/her term by a simple majority vote of the Executive Council for (a) non-participation and failure to fulfill the duties and responsibilities of the office elected and/or, (b) act(s) detrimental to the interests of the Federation. Such removal shall be without prejudice to contract rights, if any, of the person so removed.

- a. Conditions of removal for non-participation and failure to fulfill the duties and responsibilities of the office elected:
 - i. Officers missing two (2) or more consecutive meetings of the Executive Council, or three (3) total non-consecutive meetings in one academic semester, unexcused, shall be automatically relieved of their duties, and the position considered vacant. The President shall determine if an absence is excused or unexcused.
 - ii. It shall not be considered an absence if an Executive Council member provides a Proxy authorizing this individual to act on his or her behalf. The Proxy may not participate in closed session discussion of the Executive Council.
 - iii. The Proxy must be a member in good standing.
 - iv. Officers failing to complete three (3) or more duties, responsibilities, and/or activities appointed and approved by the

Executive Council, without reasonably justifiable cause, shall be removed from office and the position considered vacant.

- v. The Executive Council shall have the authority to replace the individual removed for non-participation with a member in good standing for the remainder of the vacated term.
- b. Conditions of removal for act(s) detrimental to the interests of the Federation.
 - i. A written petition containing specific documented charges signed by at least one-fourth of the total membership must be presented to the Federation Executive Council for review, or a motion supported in the affirmative by at least three-fourths of the total Executive Council will ratify the petition for removal.
 - ii. Upon presentation to the Federation Executive Council 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 Council membership, a general membership meeting shall be called within thirty (30) days of either action, at which time the members present shall determine by a majority of those voting whether the officer shall be removed. If the vote is in the affirmative, the office shall immediately be filled on an interim basis by the Executive Council until such time as an election is held pursuant to this Article. If the position is appointive, the Federation President shall fill the vacancy subject to the approval of the Executive Council.

Section 6. Vacancy:

- a. In the event that the office of president is vacated, for whatever the reason, the Executive Vice President shall fill his/her term of office in an interim capacity. Should the Executive Vice President be unavailable to fill this position for whatever reason, the VP of COPE shall fill his/her term of office in an interim capacity.
- b. Should any other position on the Executive Council become vacant, the members of the Executive Council shall find a replacement from the membership to fill the vacancy.

Section 7. Recall from Office: Any elected officer of the Federation may be recalled by three-fourths vote of the members at any regular or special meeting of the membership, providing notice of the proposed recall has been mailed to all members. Such notification shall include a complete statement of charges and the response of the accused officer.

ARTICLE V -- Executive Council

- Section 1. The Executive Council shall consist of both elected and appointed Federation officers listed in Article IV, § 1 of this constitution.
- Section 2. The Executive Council shall administer the policies of the Federation and it shall have the authority to act on behalf of the Federation membership under those conditions where policy cannot be formulated by the full membership. The Executive Council shall have the authority to establish special committees in addition to those specified in Article VIII, § 2. The Executive Council shall notify the membership of actions and decisions of major significance through the publication of Executive Council minutes, notices, SCFT newsletter, and/or SCFT website.
- Section 3. The Federation President shall serve as the Chairperson and presiding officer of the Executive Council.
- Section 4. The Federation President in concurrence with the Executive Council shall determine the time and location of the Executive Council meetings, and all Federation members shall be so informed.
- Section 5. All Executive Council members shall be encouraged to express their opinions regarding any subject under discussion by the council. Only elected members of the Executive Council shall have a vote.
- Section 6. The Executive Council shall create whatever appointed offices it deems necessary to conduct the business of the Federation and shall appoint members of the Executive Council to fill those offices.
- Section 7. The Executive Council shall have the authority to employ all personnel whether full or part-time, including an Executive Director/Organizer, and clerical assistance, and such other persons as may be determined based on the needs and finances of the Federation.
- Section 8. Any action of the Executive Council may be challenged by any member of the Federation upon submission of a petition to the President of the Federation bearing the signatures of 10% of the total membership calling for a full membership meeting to consider the challenge. Upon receipt of said petition, the President of the Federation is obligated to call a membership meeting to consider the challenge within two weeks.
- Section 9. The Executive Council shall report its activities on a regular basis through the publication of Executive Council minutes and/or through the newsletter (i.e. The FEDERALIST), on the SCFT website (www.scftunion.org), and through other social media utilized by the Federation.

- Section 10. A quorum, consisting of a simple majority (50% + 1) of the voting members of the Executive Council, must be present at Executive Council meetings in order to conduct Federation business.

ARTICLE VI -- Duties of Executive Council Members

- Section 1. The duties of the President shall include:
- a. Presiding at meetings of the Federation, including the Executive Council.
 - b. Serving as an ex-officio member of all Federation Committees.
 - c. Signing all necessary papers and documents.
 - d. Representing the Federation when and where necessary, including but not limited to attending monthly SCCCDC trustees' meeting and State and Division Council meetings of the California Federation of Teachers and the Community College Council.
 - e. Serve as liaison to the media regarding contractual issues or negotiating activities.
 - f. Presenting oral reports when and wherever necessary to keep general membership and affiliated groups abreast of current union activity.
 - g. Working in a collegial manner with other groups representing faculty interests.
 - h. Establishing, in concurrence with the Executive Council, annual agenda/goals to be achieved by the Federation.
 - i. Submitting an end-of-the-year report to the Executive Council and the membership summarizing the accomplishments of the Federation and outlining plans for the future.
 - j. Monitoring and coordinating the duties and responsibilities of Executive Council Members in conjunction with the Executive Director/Organizer.
- Section 2. The duties of the Executive Vice President shall include:
- a. Performing all presidential duties in the absence of the President.
 - b. Acting as Recording Secretary. Specific duties will include recording and distributing the minutes of all general membership and Executive Council meetings. (Should the Executive Vice President assume the Presidency, this duty will fall to the Secretary/Treasurer.)
 - c. Serving as Parliamentarian of Executive Council Meetings.
 - d. Serving as Chair of the Elections Committee.
 - e. Serving as member of the Committee on Political Education (COPE).
 - f. Carrying out such additional executive and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
 - g. Reporting to the Executive Council monthly to summarize any and all activities.

- Section 4. The duties of the Immediate Past President shall include:
- a. Volunteering to assist the newly elected Federation President in his/her first year of office.
 - b. Maintaining continuity in Federation activities during the change of Presidents.
 - c. Serving as Chair of the Special Constitutional and By-Law Revision Committee.
 - d. Reporting to the Executive Council monthly to summarize any and all activities.
- Section 5. The duties of the Secretary/Treasurer shall include:
- a. Acting as the custodian of the seal and the charter of the Federation.
 - b. Maintaining the complete financial records of the Federation.
 - c. Depositing all incomes in the name of the Federation and paying all expenditures as authorized by the adopted Federation budget or by action of the Executive Council.
 - d. Maintaining the membership rolls of the Federation, thus serving as Chair of the Membership Committee.
 - e. Preparing all reports in a timely manner as required by government agencies as well as the AFT and CFT.
 - f. Preparing appropriate monthly statements for the Executive Council and annually for the membership following the close of the Federation fiscal year.
 - g. In collaboration with SCFT President, preparing proposed operating budget at least one month prior to the close of the current Federation fiscal year for consideration and adoption by the Executive Council.
 - h. Completing and filing required state and federal non-profit organization tax forms.
 - i. Completing and filing required paper work for Executive Council delegates attending state and national conventions.
 - j. Assuming the role of the Executive Vice President as Recording Secretary when Executive Vice President is assuming role of President.
 - k. Reporting to the Executive Council monthly to summarize any and all activities.
- Section 6. The duties of the appointed Chief Negotiator shall include:
- a. Chairing the negotiating team meetings.
 - b. Negotiating all contractual matters, under the direction of the President and the Executive Council and in consultation with the Federation negotiating team.
 - c. Communicating with the District's Chief Negotiator.
 - d. Making presentations and providing written updates to the Executive Council and Federation membership regarding contractual issues or negotiating activities.

- e. Along with the Federation President, serving as liaison to the media regarding contractual issues or negotiating activities.
- f. Serving as Contract Enforcement Officer including advising and working with grievance chairs, thus serving as Co-Chair of the Grievance Committee.
- g. Serving as member of the Committee on Political Education (COPE).
- h. Reporting to the Executive Council and the President to summarize any and all activities.

- Section 7. The duties of the appointed Vice Presidents of Member Rights shall include:
- a. Maintaining a working knowledge of the collective bargaining agreement between the Federation and the District.
 - b. Acting as ombudspersons and facilitators for the Federation and its members (see Article II, § 1).
 - c. Serving as members of the Grievance Committee.
 - d. Hold informational meetings at respective sites at least once per semester to help educate general membership of their contract rights.
 - e. Serve as liaison to districtwide committees related to contract enforcement.
 - f. Coordinate complaint and grievance activity in cooperation with the Executive Director/Organizer.

- Section 8. The duties of the Vice Presidents of Academic Affairs shall include:
- a. Serving as Co-Chairs of the Scholarship Committee.
 - b. Serving in a liaison capacity as one of the primary communication links between the respective Academic Senates and the Federation regarding mutual interests and concerns within the district.
 - c. Attending Executive Council meetings and carrying out additional executive and administrative responsibilities directed by the Executive Council.
 - d. Reporting to the Executive Council monthly to summarize any and all activities.

- Section 9. The duties of the Vice President of Labor Relations/COPE (VP COPE) shall include:
- a. Representing the Federation at meetings of the labor affiliates (AFL-CIO and Central Labor Council of Fresno, Madera, Tulare, Kings), and such other meetings as may be directed by the Executive Council.
 - b. Serving in a liaison capacity as one of the primary communication links between Labor Affiliates and the Federation regarding mutual interests and concerns within the district.
 - c. Acting on behalf of the Federation on those matters of professional interest and concern relative to issues at the local, state, and national levels of government.
 - d. Interacting with COPE counterparts within the CFT and the AFT.

- e. Disseminating political information to Federation constituents as provided by Section 9a above.
- f. Serving as Chair of the Committee on Political Education (COPE).
- g. Recommending positions concerning candidates and legislation as these may relate to protecting and promoting the Federation and constituent professional interests.
- h. Coordinating the Federation's role in Lobby Day each year.
- i. When necessary, engage in fundraising activities in order to further the interests of the Federation and its constituents.
- j. Attending Executive Council meetings and carrying out additional executive and administrative responsibilities as directed by the Executive Council.
- k. Reporting to the Executive Council monthly to summarize any and all activities.

- Section 10. The duties of the Vice President of Adjunct Affairs shall include:
- a. Serving as Chair of the Part-time Faculty Advisory Committee;
 - b. Reporting on all activities of the PTAC at Executive Council and General Membership meetings;
 - c. Serving as ex-officio member to the negotiation team and consulting with the Chief Negotiator regarding participation and appointment of other adjunct members to the negotiation team;
 - d. Consulting regularly with the ED/O regarding general information on grievance;
 - e. Serving as a conduit for adjunct members to the Member Rights VPs;
 - f. Consulting with ED/O and President in planning for the yearly agenda for SCFT;
 - g. Assisting with and/or conducting various workshops for the benefit of Adjunct members;
 - h. Assisting the Secretary/Treasurer as Chair of the Membership Committee, and the ED/O in the coordination of membership drives and other member outreach efforts.

- Section 11. The duties of the appointed Editor of the Federalist shall include:
- a. Preparing the SCFT newsletter, the Federalist, for general distribution to the membership, as well as for publicity and public relations campaigns for the benefit of the Federation when necessary.
 - b. Attending Executive Council meetings and carrying out additional executive and administrative responsibilities directed by the Executive Council.
 - c. Reporting to the Executive Council monthly to summarize any and all activities.
 - d. Serving as Historian of the Federation

- Section 12. The duties of the Full- and Part-time At-Large Representatives shall include:
- a. Serving on at least one, but no more than three (3), Federation standing or special committees.
 - b. Serving in liaison capacities as one of the primary communication links between the Federation and its membership.
 - c. Attending Executive Council meetings.
 - d. Carrying out additional executive and administrative responsibilities as directed by the President and the Executive Council.
 - e. Reporting to the Executive Council monthly to summarize any and all activities.
 - f. Assist with informational meetings to be held at least once per semester at the respective sites and conducted by VPs of Member Rights to help educate general membership of their contract rights.

- Section 13. The duties of the Executive Director/Organizer shall include:
- a. Coordinating complaint and grievance activity in cooperation with the VPs of Member Rights, Executive Council, Chief Negotiator, the CFT, and legal Counsel for SCFT.
 - b. In coordination with the VPs of Member Rights, assist members in filing formal grievances.
 - c. Consulting regularly with the Chief Negotiator as Contract Enforcement Officer on status of grievances and issues of legal interpretation.
 - d. Assist Chief Negotiator in serving as Contract Enforcement Officer including advising and working with grievance chairs, thus serving as Co-Chair of the Grievance Committee.
 - e. Assist Secretary-Treasurer maintain the membership rolls of SCFT and with all organizing efforts around membership, thus serving as Co-Chair of the Membership Committee.
 - f. Assist SCFT president in monitoring and coordinating the duties and responsibilities of the Executive Council Members as well as any and all Federation committees.
 - g. Assist Executive Vice President with annual elections process.
 - h. Serving as Co-Chair with Past President of the Special Constitutional and By-Law Revision Committee.
 - i. Maintaining appropriate permanent records and documentation pertaining to all grievances.
 - j. Reporting to the Executive Council monthly to summarize any and all grievance activity.
 - k. Other duties as identified in job announcement

ARTICLE VII – Elections

- Section 1. Purpose: Elections shall be held to determine Executive Council

Members whose duties are specified in Article VI of this Constitution and delegates to the CFT and AFT Conventions.

Section 2.

Authority and Timing:

- a. The Executive Vice President shall chair the Elections Committee with the assistance of the ED/O. Additional members of the Elections Committee shall be selected from Full- and Part-time Faculty Representatives At-Large, and approved at or before the December Executive Council meeting.
- b. Election of officers shall be conducted by the Elections Committee and shall be held prior to the May meeting. Election of convention delegates shall be conducted by the Elections Committee and shall be held prior to the date required for submittal of delegate and alternate delegate lists to the CFT and AFT.

Section 3.

Nominations:

- a. Eligibility: All Federation members are eligible to nominate candidates from the membership, who, with at least one year of membership, are eligible to be nominated. Positions specific to a particular campus in the district restricts eligibility for that office to members employed at that specific campus (e.g. Vice President of Member Rights for Reedley College must satisfy his/her contractual load at Reedley College or associated centers).
- b. Timing: Nominations for officers shall be conducted by the Elections Committee and presented to the Executive Council meeting in January of each year. Additional nominees may be submitted in writing to the Elections Committee any time prior to the close of nominations.
- c. Ballots: Federation Executive Council office candidates must receive a simple majority (50% + 1) of the ballots cast to be elected to office. If an office has multiple candidates seeking that office and none of the candidates receives a simple majority, a run-off election will take place between the two candidates who secured the most votes immediately prior to the end of the spring semester. In the event of a tie, a run-off election between the candidates for that position will be held using the above stated procedures. The candidates for convention delegates shall have their votes tallied in numerical order. Delegate positions shall be filled starting with the candidate receiving the greatest number of votes and proceed to lower vote ranked candidates until the number of delegates allowed by the CFT and AFT bylaws shall be identified.

- Section 4. Voting Procedures: Federation members at each campus in the district shall elect their own representatives to the Executive Council by secret ballot in an election conducted by the Executive Council consistent with the aforementioned election policies.
- a. Full-time: Only full-time faculty members shall vote for At-Large Full-time Representatives on their respective campuses.
 - b. Part-time: Only part-time faculty members shall vote for At-Large Part-time Representatives on their respective campuses.

ARTICLE VIII – Committees

- Section 1. Standing committees of the Federation shall include:
- a. Grievance
 - b. Elections
 - c. Membership
 - d. Scholarship
 - e. Committee on Political Education (COPE)
 - f. Part-time Faculty Advisory
- Section 2. Special committees of the Federation shall include:
- a. Collective Bargaining/Negotiations
 - b. Constitutional and By-Law Revision
- Section 3. The President, with the consent of the Executive Council, shall appoint the chairpersons and members of standing, special and ad hoc committees whenever necessary.
- Section 4. Except as may otherwise be specified in the Federation Constitution, By-Law provisions or the current contractual agreement between the Federation and the District, all appointments made by the Federation President are subject to the approval of the Federation Executive Council. Appointments may be removed at the discretion of the Executive Council by a majority vote of the Council.

ARTICLE IX – Duties of the Standing Committees

- Section 1. Grievance Committee
- a. Members: The Grievance Committee shall consist of the Co-Chairs (Chief Negotiator and ED/O), the Vice Presidents of Member Rights, and the current President as an ex-officio member.
 - b. Duties: The Grievance Committee shall respond to all complaints as provided in the current contractual agreement between the Federation and the District. The committee shall further have the responsibility of representing all members of the Federation and/or of the bargaining unit when personnel grievances are filed and/or

there are violations of the negotiated contract.

Section 2. Elections Committee:

- a. Members: The Elections Committee shall consist of the Chair (Executive Vice President) and additional At-Large Faculty Representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: This committee shall have the responsibility of implementing the election policies as outlined in Article VII, and to conduct all elections authorized by the Executive Council or the membership. The Elections Committee shall further have the responsibility of certifying the results of all elections conducted by the Federation.

Section 3. Membership Committee:

- a. Members: The Membership Committee shall consist of the Chair (Secretary/Treasurer), the ED/O, and additional At-Large Faculty Representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: This committee shall have the responsibility of conducting membership drives and organizing campaigns to recruit potential full- and part-time Federation members.

Section 4. Scholarship Committee:

- a. Members: The Scholarship Committee shall consist of the Co-Chairs, the Vice Presidents of Academic Affairs and additional At-Large Faculty Representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Scholarship Committee shall disseminate information regarding eligibility and application process of the scholarships to be awarded; set all deadlines; collect, review and judge applications; and finally, notify applicants of final committee decisions.

Section 5. Committee on Political Education (COPE):

- a. Members: The Political Education Committee shall consist of the Chair (VP COPE), the Executive Vice President, the Chief Negotiator, and the President as an ex-officio member and additional At-Large Faculty Representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Committee of Political Education shall act as the political action arm of the Federation, actively engaging in appropriate fund raising activities designed to protect and promote

the political interests of the Federation and the faculty members it is charged to represent. The committee shall make recommendations to the Executive Council concerning endorsement of candidates for public office and/or the disbursement of Federation COPE funds.

Section 6. Part-time Faculty Advisory Committee:

- a. Members: The Part-time Faculty Advisory Committee shall consist of the Co-Chairs, a Part-time Faculty Representative At-Large (elected by part-time At-Large Representatives) and the Executive VP, and all other Part-time Faculty Representatives At-Large.
- b. Duties: The Part-time Faculty Advisory Committee shall act to protect and promote the professional interests of the Federation and its part-time faculty members. The committee shall keep the Executive Council and the membership informed of the major issues and concerns faced by local, state and national part-time faculty.

ARTICLE X – Duties of the Special Committees

Section 1. Collective Bargaining/Negotiations Committee:

- a. Members: The Collective Bargaining/Negotiations Committee shall consist of the Chair, the Chief Negotiator and additional members of the Executive Council or from the Federation membership appointed and approved by the Executive Council. The Chief Negotiator shall be the principal spokesperson for the Committee, and shall execute his/her duties and responsibilities under the direction of the President and the Executive Council. Only members of the Federation shall be eligible for selection by the Executive Council to serve on the Collective Bargaining/Negotiations Committee.
- b. Duties: The Collective Bargaining/Negotiations Committee shall prepare contract-negotiating proposals for review by the Executive Council prior to their presentation to the District for the purpose of negotiations. These proposals should reflect the committee's consideration of contract suggestions from a diverse cross-section of the Federation's constituency. The committee has the further responsibility of conducting the contract negotiations with the District. It shall have the authority to modify Federation contract proposals, accept or reject District proposals, and grant tentative approval of contract proposals pending ratification by a simple majority of Federation members voting at a general membership meeting called for that purpose, or through ballot voting at polling locations established for this purpose.

Section 2. Constitutional and By-Law Revision Committee:

- a. Members: The Constitutional and By-Law Revision Committee shall consist of the Immediate Past President, ED/O, and additional members of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Constitutional and By-Law Revision Committee shall review the Federation Constitution and By-Laws as necessary in order to ensure that the governing procedures of the Federation remain current and functional.

ARTICLE XI – Affiliations

Section 1. The Federation shall maintain affiliation with the following organizations:

a. **THE AMERICAN FEDERATION OF TEACHERS**

All delegates and alternates to the national convention of the AFT shall be elected by the membership of the Federation. The Federation Secretary/Treasurer, in cooperation with the President, will forward the names of delegates and alternates to the AFT prior to the convening of the national convention.

b. **THE CALIFORNIA FEDERATION OF TEACHERS**

All delegates and alternates to the state convention of the CFT shall be elected by the membership of the Federation. The Federation Secretary/Treasurer, in cooperation with the President, will forward the names of delegates and alternates to the CFT prior to the convening of the state convention.

c. **AMERICAN FEDERATION OF LABOR/CONGRESS OF INDUSTRIAL ORGANIZATIONS (AFL-CIO)**

d. **FRESNO-MADERA-TULARE-KINGS-CENTRAL LABOR COUNCIL (CLC)**

All delegates to the FMTK-CLC shall be appointed by the Federation President following consultation with the Executive Council, and subject to approval by the Executive Council.

e. **CENTRAL VALLEY INDUSTRIAL AREAS FOUNDATION (CV-IAF)**

All delegates to the CV-IAF shall be appointed by the SCFT President following consultation with the Executive Council, and subject to approval by the Executive Council. Any dues paid to the CV-IAF will be subject to the approval of the Executive Council in conference with the President and Secretary/Treasurer. Increases to dues, at any time, in the amount of 10% or more will require approval from the General Membership at a General Membership Meeting. Further, an annual review to determine return on investment will be presented to the Executive Council. In the event that the Executive Council determines the investment no longer to be worthwhile, it may recommend a severance of affiliation to be voted on at a General Membership Meeting. A mail-in ballot will not be required in such a case.

Section 2. Delegates shall submit reports to the Executive Council that concern all meetings attended on behalf of the Federation.

Section 3. The Federation Executive Council shall determine and pay the allowable

expenses incurred by those delegates and alternates authorized to attend meetings and conventions by their election or appointment.

Section 4. Delegates and alternates to affiliated organizations shall be members in good standing of the Federation.

Section 5. The Federation 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.

Section 6. These affiliations shall involve allegiance to the constitution of each of these organizations and prompt payment of the per capita dues.

ARTICLE XII – Membership Meetings

Section 1. There shall be at least one general membership meeting called during each academic year.

Section 2. The Executive Council may call such additional meetings at its discretion, or if a petition signed by one-fourth of the total membership requests such a meeting.

Section 3. A quorum at a general membership meeting shall consist of ten percent of the total Federation membership. A simple majority vote of the membership present at such a meeting, in a secret ballot, shall be needed to conduct Federation business.

ARTICLE XIII – Finance

Section 1. The formula used to determine membership dues may be amended by a majority vote of the membership present at a general membership meeting, provided that the membership has been notified of such a proposed amendment at least thirty (30) days prior to the general membership meeting. Additionally, a majority of the votes cast on a ballot distributed to the entire membership for the full-time unit and for the part-time unit must be achieved to amend membership dues.

Section 2. Additional revenues may be obtained for the Federation through fundraising activities and investments at the discretion of the Executive Council.

Section 3. An audit may be conducted every two years or anytime as determined by the majority vote of the Executive Council. Such an audit shall be performed by an ad-hoc committee of the Executive Council, under the leadership of a professional auditor.

ARTICLE XIV – Procedural Rules

Robert's Rules of Order (revised) shall govern in all cases, including those areas not covered by the Federation Constitution or By-Laws.

ARTICLE XV – Constitutional Amendments

Section 1. A proposed amendment to this constitution shall be submitted by the Constitutional and By-Law Revision Committee at any regular Executive Council meeting. A two-thirds vote of those Executive Council members present at the meeting shall be sufficient to recommend the proposed amendment.

Section 2. A proposed amendment shall be submitted by the Executive Council to the membership at the general membership meeting. After a two-week period, Federation members shall vote by secret mail ballot supplied by the Federation. A two-thirds majority of those voting shall be required to adopt said amendment.

ARTICLE XVI – Availability of Constitution

Copies of this Constitution can be found on the website at scftunion.org and shall be made available to Federation members in hardcopy form upon request.

BY-LAWS

ARTICLE I - Dues

- Section 1. Dues for Federation members shall be determined from time to time by the Executive Council, and implemented by automatic pass through which may annually increase dues consistent with per capita increases set at both state and national levels.
- Section 2. The dues shall be from September 1 through August 31.
- Section 3. Dues will be paid by payroll deduction or by appropriate separate annual payment.
- Section 4. Once dues payroll deduction have been voluntarily authorized by member, this authorization will remain in effect and shall be irrevocable unless the member revokes such authorization by written notice to the District during the period not less than thirty (30) days and not more than forty-five (45) days before 1) the annual anniversary date of the current collective bargaining agreement or 2) the date of termination of the applicable contract between the SCCCD and the Federation, whichever occurs sooner. This voluntary payroll deduction authorization shall be automatically renewed as an irrevocable check-off from year to year unless member revokes it in writing during the window period stated above, irrespective of membership.

ARTICLE II – Grievances Against The Federation

- Section 1. Any person(s) in the bargaining unit, or agents or representatives of the Federation may file with the Executive Council (through the Vice Presidents of Member Rights or ED/O) a written complaint against the Federation within five (5) working days after the cause of the complaint.
- Section 2. The Executive Council shall appoint three (3) members of the Federation to the ad hoc appeals committee. The person(s) filing the complaint may select one of the three members of the ad hoc appeals committee from his/her own division.
- Section 3. The ad hoc appeals committee shall hold a hearing no later than five (5) working days from receipt of the charge, unless good cause can be shown for extending the time for commencement of the hearing.
- Section 4. Within five (5) working days from the close of the hearing, the ad hoc appeals committee shall render a decision and serve a copy of this decision upon all parties and lodge a copy of the decision with the Executive Council of the Federation.
- Section 5. If the person(s) who file the complaint is dissatisfied with the decision,

he/she may file an appeal to the full Executive Council, within five (5) working days, which in turn shall render, within five (5) working days, its final decision.

Section 6. Should the decision of the Executive Council prove unsatisfactory to the person(s) filing the complaint, he/she may submit a written request within five (5) working days, upon receipt of the decision of the Executive Council, to the President of the Federation for a special membership meeting.

Section 7. Within five (5) working days, the President shall call a general membership meeting to review the decision of the Executive Council, as well as to offer equal time for rebuttal to the person(s) requesting the meeting. That general membership meeting shall be held within thirty (30) days of the date it is called.

Section 8. A two-thirds majority vote of the membership present at such a meeting, in a secret ballot, shall be needed to overrule the decision of the Executive Council.

ARTICLE III -Amendment Procedure

A proposed amendment to these by-laws shall be submitted by the Executive Council to the membership at the general membership meeting. After a two-week period, Federation members shall vote by secret mail ballot supplied by the Federation. A two-thirds majority of those voting shall be required to adopt said amendment.

Appendix A

ARTICLE: MEMBERSHIP

Retiree Members

1. Retired membership shall be open to all retired personnel of State Center Community College District who have been dues paying members in the State Center Federation of Teachers.
2. A retiree chapter shall be established within the State Center Federation of Teachers for the purposes of:
 - a) maintaining the ties of professional unity between working members and retirees;
 - b) representing and promoting the interests of retired members in the State Center Federation of Teachers, its affiliates, the labor movement and the community; and
 - c) providing a forum for exchanging information of interest and benefit to retired members and for the expression of their views.
3. All members of the retiree chapter shall hold simultaneous membership in the state and national affiliate as a retiree.
4. The retiree chapter shall establish bylaws that delineate membership, officers, committees and their responsibilities.
5. The retiree chapter president or a designee shall serve as a member of the executive board (or executive representative body) of the State Center Federation of Teachers and may have voting privileges on all matters except contractual considerations and issues of working conditions.



A Union of Professionals
AFT Retirees
Program on Retirement and Retirees

SCFT 1533 RETIREE CHAPTER BY LAWS

ARTICLE I NAME

Name

This organization shall be known as the State Center Federation of Teachers

ARTICLE II AFFILIATION

Affiliation with union

Section 1. The Chapter shall serve as a constituent unit of the American Federation of Teachers

No conflict with policies of Union

Section 2. The Chapter shall take no action that is in conflict with the policies and decisions of the membership or the executive council of the State Center Federation of Teachers

Section 3. No provision of, or proposed amendment to, these Bylaws shall be in conflict with the constitution and/or bylaws of the State Center Federation of Teachers

ARTICLE III OBJECTIVES

The purpose of this organization shall be:

Promotion of Membership

Section 1. To promote membership in the Chapter of eligible retirees, as defined in Article IV of these Bylaws.

Supporting the best interests of the Chapter

Section 2. To formulate and support programs that will advance the best interests of Chapter members in matters such as pensions, annuities, Social Security, and retiree health benefits.

Quality of life

Section 3. To improve the quality of life for both active and retired members of the State Center Federation of Teachers

Supporting the local union

Section 4. To promote the aims and objectives of the State Center Federation of Teachers and its state and national affiliates in matters that pertain to both working members and retirees.

Maintenance of professional ties

Section 5. To maintain the ties of professional unity between working and retired personnel.

Socializing

Section 6. To provide opportunities for its members to socialize and a forum for exchanging information of interest and benefit to retired members, and for the expression of their views.

Legislation

Section 7. To monitor legislation at both the state and national levels that may affect members and to keep its members informed of such legislation.

**ARTICLE IV
MEMBERSHIP**

Eligibility for membership

Section 1. Retiree membership shall be open to all State Center Community College District retired personnel who have been dues paying members in the State Center Federation of Teachers prior to their retirement. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees described above and to retired employees or their surviving beneficiaries who meet similar qualification criteria as prescribed by the State Center Federation of Teachers.

Section 2. The Executive Committee may, by majority vote, approve applications for membership from other individuals who wish to join the Chapter.

Non discrimination

Section 3. Membership eligibility in the Chapter shall be determined without regard to sex, race, religious creed, color, national origin, sexual orientation, ancestry, age, or political affiliation.

Loss of good standing through nonpayment of dues

Section 4. Retention of good membership standing in the Chapter shall be determined by the payment of all previously assessed dues by August 1st of each year; provided that members who have not already paid such dues be notified in writing fifteen (15) days in advance of the above date of the amount of dues owed to the Chapter.

Part-Time Status

Section 5. Retired members who return to work part-time for the District will be viewed first as part-time members rather than retired members. As such, they will be primarily subject to the SCFT Constitution and Bylaws. Such members may participate in Retiree Chapter activities at the discretion of the Retiree Executive Council.

**ARTICLE V
DUES AND CHAPTER FUNDS**

Establishment of dues

Section 1. The amount of Chapter dues shall be established by the State Center Federation of Teachers executive board upon the recommendation of the Chapter Executive Committee.

Fundraising

Section 2. The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the State Center Federation of Teachers Executive Council.

Disbursement of funds

Section 3. Checks drawn on the Chapter's accounts shall be signed by the Chapter president and treasurer or, in their absence, the vice president and the secretary, or any combination thereof.

**ARTICLE VI
ELECTION OF OFFICERS**

Election of officers shall be according to democratic practices and principles.

Officer elections are held every two years. Name the month when elections should be held

The Elections Committee has important oversight responsibilities for all elections.

Nominations

Alternative nomination procedure

Section 1. Officers shall be elected in the Fall of odd years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2. 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 Retiree Chapter President with the approval of the Executive Committee. 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 Committee.

Section 3. Thirty (30) 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.

Section 4. The nomination of candidates for office shall be conducted as follows:

- a. To be nominated a candidate must submit to the Elections Committee a signed petition indicating their intent to be nominated.
- b. Nominations may also be made from the floor at the membership meeting in the Spring.
- c. Members nominated to run for office must affirmatively accept their nomination.
- d. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 5. 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.

Section 6. The Elections Committee shall conduct an election for officers at the Spring Membership Meeting. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election.

Run-off

Section 7. 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.

Challenges and objections to the election

Section 8. 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 count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

Preservation of election records

Section 9. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.

Section 10. Successful candidates shall assume office within thirty (30) days of the conclusion of the election.

Recall procedure

Section 11. A petition signed by forty-five percent (45%) of the membership, and alleging Bylaws violations, fiduciary breaches or acts clearly detrimental to the Chapter, shall be sufficient to require the Executive Committee to initiate an investigation into whether to conduct a recall election of the officer identified in the petition. If, after an investigation into the merits of the petition, a majority of the Executive Committee finds the petition to have merit, it may vote to approve a recall election. The Elections Committee shall supervise the recall election. The officer subject to recall and any Executive Committee member signing the petition shall not vote on the question of a recall election.

Section 12. At the close of their term, outgoing officers shall deliver to their successors in office all books, papers, and other property of the Chapter that may be in their possession.

Filling vacancies

Section 13. If the office of president becomes vacant, the vice president shall serve as president for the remainder of the expired term. If any other elected office becomes vacant, the membership will choose a successor at its next meeting who shall hold office for the remainder of the unexpired term. The procedures for filling a vacancy shall otherwise follow the existing elections provisions set forth in this Article.

**ARTICLE VII
DUTIES OF OFFICERS**

Duties of the president

Section 1. Duties of the President

- a. Administer the affairs and execute the policies of the organization;
- b. Preside at all meetings of the Chapter Executive Committee and general membership;

- c. Represent the Chapter to outside groups;
- d. Appoint members to all committees, serve as an ex officio member of all committees and establish new committees as necessary;
- e. Call regular and special meetings of the Executive Committee and the general membership;
- f. Co-sign checks for the Chapter;
- g. Fulfill other duties as the office requires, and as are consistent with the bylaws and with the Chapter and the State Center Federation of Teachers constitution and bylaws.

Duties of the vice president

Section 2. Duties of the Vice President

- a. Assist the president with his/her duties;
- b. Oversee the work of the committees;
- c. Assume the duties of the president in case of his/her absence, disability, or upon the president's request;
- d. Be responsible for the Chapter's COPE or similarly authorized political fundraising drives among retirees;
- e. Perform such other duties as may be prescribed by the Executive Committee.

Section 3. Duties of the Secretary

- a. Record and keep the minutes of all Executive Committee and general membership meetings;
- b. Disseminate pertinent information to the general membership, including notification of meetings;
- c. Preserve election records;
- d. Be responsible for all correspondence;
- e. Keep an official file of all Chapter matters;
- f. With the assistance of the treasurer, maintain up-to-date membership records.

Duties of the treasurer

Section 4. Duties of the Treasurer

- a. Mail dues notices and collect dues;
- b. Keep an accurate record of all revenues and expenditures;
- c. Report the Chapter's financial status to the membership, including an annual report of finances;
- d. With the assistance of the secretary, maintain up-to-date membership records;
- e. Fulfill any duties related to financial matters;
- f. Write and co-sign checks.

**ARTICLE VIII
EXECUTIVE COMMITTEE**

**Composition of the
Executive Committee**

Section 1. The Executive Committee shall consist of all elected officers of the Chapter. The immediate past president of shall be an ex officio member of the Executive Committee. The current president of State Center Federation of Teachers shall be an ex officio member of the Executive Committee.

**Duties of the Executive
Committee**

Section 2. It shall be the duty of the Executive Committee to:

- a. Conduct all business affairs of the Chapter between meetings;
- b. Make policy recommendations for consideration by the general membership;
- c. Plan the agenda for all Chapter meetings;
- d. Approve all standing committees and special committees appointed by the president;
- e. Prepare and present a yearly budget at the Fall meeting;
- f. Act upon non-budgeted expenditures as may be required;
- g. Interpret the Chapter bylaws; and
- h. Cooperate with the officers and retirement committee of the State Center Federation of Teachers to improve retirement benefits for all members.

Frequency of Executive Committee meetings

Section 3. The Executive Committee shall meet at least four times per year and at other times as deemed necessary. Special meetings of the Executive Committee may be called by the president or at the request of two members of the committee. A majority of the Executive Committee, including the president, shall constitute a quorum. No business shall be transacted in the absence of a quorum. No proxies shall be allowed.

ARTICLE IX COMMITTEES

Standing committees

Section 1. Standing Committees

a. The administrative structure of the Chapter shall include the following standing committees:

1. Membership and Program
2. Legislative Action
3. Elections

b. The Chapter president shall nominate all committee members, who will elect their own chairs. All nominees must be approved by a majority of the Chapter Executive Committee.

Section 2. Standing Committee Responsibilities

Membership and Program Committee

a. The Membership and Program Committee shall be responsible for recruiting and retaining members. The committee shall work to create programs that will enhance the growth of Chapter membership within the approved budget.

Legislative Action Committee

b. The Legislative Action Committee shall be responsible for developing legislative goals and for submitting these in the form of resolutions to the Chapter. The committee also shall serve as liaison between Chapter members and the State Center Federation of Teachers in legislative matters.

Elections Committee

c. Elections Committee shall be responsible for conducting Chapter elections in accordance with Article VI of these Bylaws. No candidate for election shall be a member of this committee.

Special committees

Section 3. The Executive Committee or the Chapter membership may authorize special committees when deemed necessary to carry out the work of the Chapter. The president may initiate the formation of special committees with approval of the Executive Committee or the Chapter membership.

Section 4. The president of the Chapter shall be an ex officio member of all committees.

ARTICLE X MEETINGS

Section 1. The Chapter shall hold at least two meetings each year. The agenda for the Fall meeting shall include election of officers in election years, annual reports from each standing committee and adoption of a budget and program for the ensuing year.

Special meetings

Section 2. Additional meetings may be called by the president with the approval of the Executive Committee; by approval of the membership at an official meeting or upon petition of 20 percent or more of the members in good standing in the Chapter. Payment or reimbursement for additional expenses related to special meetings requires prior approval by the State Center Federation of Teachers president before holding such meetings.

Quorum for Chapter meetings

Section 3. A quorum at a Chapter meeting shall consist of at least ten (10) members in good standing or 10 percent of the total membership, whichever is greater, and shall include at least two (2) officers. No official business shall be transacted in the absence of a quorum.

Section 4. The president of the State Center Federation of Teachers shall be an ex officio member of the Chapter.

ARTICLE XI PARLIAMENTARY AUTHORITY

Rules of procedure

The rules contained in the current edition of _Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not in conflict with the Chapter bylaws

ARTICLE XII AMENDMENTS TO BYLAWS

Procedure for amending the Bylaws

Section 1. Amendments to these bylaws may be proposed by a majority of the Executive Committee, or no fewer than 10 percent of the active members.

Section 2. A proposed amendment must be submitted in writing to the Executive Committee at least 30 days before the amendment vote and to the general membership at least 15 days before the amendment vote.

Section 3. A proposed amendment to these bylaws shall be considered at the next regularly scheduled business meeting following notice to the general membership.

Section 4. Approval of amendments requires a two-thirds vote of the members in a duly constituted quorum, and is subject to approval by the State Center Federation of Teachers executive board.