

CONSTITUTION AND BYLAWS

OF THE

STATE CENTER FEDERATION  
OF TEACHERS

LOCAL 1533

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## STATE CENTER FEDERATION OF TEACHERS, LOCAL 1533

### ARTICLE I – Name of Organization & Jurisdiction

The name of this organization will be the State Center Federation of Teachers (SCFT), Local 1533, hereinafter called the Federation or SCFT. This organization will exercise jurisdiction and sole agency over faculty members at all colleges and on all campuses of the State Center Community College District for which SCFT has exclusive representation.

### ARTICLE II – Purpose and Objectives

- Section 1. The purpose of this organization shall be to serve as the exclusive bargaining agent for each unit member and to represent all full-time and part-time faculty members of the State Center Community College District, hereinafter known as The District or SCCCD.
- Section 2. The primary objective of this organization will be to raise the standards of the education professional by securing the conditions essential for the best professional service. The State Center Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do.
- Section 3. The assumptions of the Federation's membership, which underscore its commitment to these purposes include the following:
- a. Faculty must be assured a level of compensation commensurate with their academic and professional accomplishments.
  - b. Faculty must not be subject to any restriction of their academic freedom so long as it is in accordance with State and Federal laws;
  - c. Recognition that faculty working conditions are affected by the social, economic, and environmental conditions of students and that providing the best educational opportunities for students also requires addressing these other factors that impact student success.

### ARTICLE III – Membership

- Section 1. Membership in the Federation will be open to all full-time and part-time Instructional and Special Assignment faculty including but not limited to librarians, counselors, nurses, coaches, coordinators and others as defined by the SCFT Contract Bargaining Agreement. Retired members who meet the requirements of Article II are members of the 1533r Retiree Chapter.
- Section 2. No discrimination will 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.

- Section 3. Membership in “good standing” in the Federation is obtained and maintained by faculty who meet the requirements of Art. III. Sec. 1 of the Constitution and whose dues are not delinquent unless the fault is not the member’s. Only members in good standing may be elected or appointed to the Executive Council.
- Section 4. Each member will be entitled to rights including; a full share in Union self-governance, full freedom of speech, and the right to participate in the democratic decisions of the Union. Subject to reasonable rules and regulations, each member will also have the right to run for and nominate members for executive office and to vote in free, fair and honest elections. Each member will also have the right to freely criticize the policies and personalities of Union officials. However, these rights do not include the right of members to undermine the Union as an institution; to vilify other members of the Union or to carry on activities with complete disregard of the rights of other members and the best interests of the Union; nor do members have the right to subvert the Union in collective bargaining or to advocate for or engage in “dual unionism.” Dual unionism is the development of a union or political organization parallel to and within an existing labor union or in some cases where two unions claim the right to organize the same workers.
- Section 5. The Executive Council will create a Member Handbook, for use as a reference by all members. This handbook shall include links to access copies of the Constitution, Bylaws, Policies, practices and definitions, among other items of importance. The handbook will be updated at the discretion of the Executive Council and serves only as a document of communication.

#### **ARTICLE IV – Executive Council Positions and Appointments**

- Section 1. Purpose: Elections will be held to determine Executive Council Officers in accordance with section 2 designation below, as well as to select delegates to the CFT and AFT Conventions.
- Section 2. Executive Council Officers of the Federation will be the following:
- a. President (Elected)
  - b. Executive Vice President (Elected)
  - c. Past President (Appointed Advisory)
  - d. Recorder/Archivist (Appointed by special selection)
  - e. Treasurer (Appointed by special selection)
  - f. Lead Negotiator (Appointed by special selection)
  - g. Enforcement Officer (Appointed by special selection)
  - h. Vice Presidents of Member Rights (Appointed by special selection)
  - i. Vice Presidents of Academic Affairs (Elected; For each college)

- j. Vice President of Special Assignment Faculty Affairs (Elected)
- k. Vice President of Labor Relations (Elected)
- l. Vice President of Part-Time Faculty Affairs (Elected)
- m. Vice President of Communications (Elected)
- n. Full-time Faculty Representatives At-Large (Elected)
- o. (Actual number of representatives per college will be determined by counting each of the 150 Federation members or a fraction thereof at each college)
- p. Part-time Faculty Representatives At-Large (Elected)  
(Actual number of representatives per college will be determined by counting each of the 150 Federation members or a fraction thereof at each college)

Section 3. 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 the opening of nominations. Administrators and Directors as defined by the SCFT contract of the district, even in an interim capacity, are ineligible for membership, candidacy, or voting rights.

Section 4. Election of Officers: Officers will be elected no later than the month of March each year by members in good standing of the Federation through secret ballot accessible to the entire membership.

Section 5. Elected Officers:

- a. Term of Office
  - i. All newly elected officers will assume office by the first meeting of the Fall Semester of that election year.
  - ii. The term of office for elected officers will be two academic years, on staggered election cycles.
  - iii. There are no term limits for elected officers.
- b. Vacancy
  - i. In the event that the office of President is vacated, for whatever reason, the Executive Vice President will 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 Labor Relations will fill his/her term of office in an interim capacity.
  - ii. Should the Executive Vice President need to serve as President in an interim capacity, the VP of Labor Relations will also fill the position of Executive Vice President in an interim capacity.

- iii. Should the succession plan above not be possible, a special election by the membership should be considered by the Elections Committee.
- iv. Should any other elected position on the Executive Council become vacant, the members of the Executive Council will find a replacement from the membership to fill the vacancy in an interim capacity. This interim position must be approved by a simple majority of the executive council.
- v. At the start of the next regularly scheduled election cycle, the member(s) temporarily filling any elected position in an interim capacity must decide to either run for the election or hand over the position to the winner of the election.
- vi. Interim position holders will schedule a meeting with their incoming counterparts to orient the new member and turn over any pertinent materials for that office including but not limited to physical or digital documents, files, or texts essential to the position and relevant account accesses.

c. Removal

- i. Following both a verbal and a written warning (with any expectations of remedy noted), an elected officer of the Federation may be removed from office, prior to the expiration of his/her term, by a simple majority vote of the member constituency that elected the officer in question, for the following:
  - 1. Non-participation or failure to fulfill the duties and responsibilities of the office elected.
    - a. The Executive Council should refer to the job duties of the specific officer in the Bylaws and the current Code of Conduct policy to determine if this has occurred.
  - 2. Or by engaging in “act(s) detrimental” to the interests of the Federation.
    - a. A formal internal grievance filing containing specific documented charges of “acts detrimental” must be presented to the Federation Executive Council for review at any Council meeting, prior to the vote for removal.
    - b. The Executive Council will refer to Art. III Sec. 4 of this Constitution, as well as the current Code of Conduct policy

and the current Grievance policy for a better understanding of “acts detrimental” to the Federation.

Section 6. Appointed Officers:

- b. Vacancy
  - i. If an appointed position is vacated before the end of the academic year, a member in good standing will be nominated by the president and confirmed by a simple majority of the Executive Council.
  - ii. At the start of the next academic year, the member temporarily filling an appointed position in an interim capacity must vacate the position or be nominated again by the President for another term.
- c. Removal
  - i. An appointed officer of the Federation can be recommended for removal by the Member Rights committee in accordance with the Member Discipline policy and confirmed by a simple majority vote of all the executive council members present at an executive council meeting.

Section 7. Transitioning offices:

- a. Whenever possible, outgoing officers will vacate their positions, remove their materials from any physical office spaces, and return SCFT property to the Recorder/Archivist by the last day of the semester in which they leave office.
- b. Whenever possible, all incoming officers will attend a one-on-one meeting with their out-going counter-parts, to turn over materials pertinent for that office, including but not limited to physical or digital documents, files and all texts essential to the position, as well as relevant account access information, and any notes about ongoing matters which remain.

**ARTICLE V – Executive Council**

Section 1. The Executive Council will consist of both elected and appointed Federation officers listed in Article IV, § 1 of this Constitution. Voting rights during Executive Council meetings will be reserved for elected officers only. Appointed members will be given the opportunity to express their opinions during council meetings, but cannot vote in order to distinguish roles and responsibilities between elected and appointed officers.

Section 2. The Executive Council has the authority to create the policies of the Federation, and it will have the authority to act on behalf of the Federation. The policy creation and amendment



processes will be handled by the Governing documents committee.

- Section 3. The Federation President will serve as presiding officer and Signatory of The Federation. The Federation Executive Vice President will serve as the Chairperson of the Executive Council Meetings.
- Section 4. The Federation President, the Executive Vice President, and the Executive Director/Organizer, in concurrence with the Executive Council, will determine the date, time, frequency and location of the Executive Council meetings, as well as draft meeting agendas, and all Executive Council Officers will be so informed.
- Section 5. The Executive Council will have the authority to establish special committees or workgroups in addition to those specified in Article VIII, § 2.
- Section 6. The Executive Council will create whatever appointed offices it deems necessary to conduct the business of the Federation and will appoint members of the Executive Council to fill those offices. Any such appointments will adhere to Article IV of this Constitution. Only appointed officers of The Federation may fill two roles concurrently.
- Section 7. The Executive Council will approve all personnel whether full or part-time, including an Executive Director/Organizer, clerical assistants, and such other persons as may be determined based on the needs and finances of the Federation. All personnel will report directly to the Federation President, unless otherwise stipulated on the job announcement.
- 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 or filing a formal complaint against the Federation. Upon receipt of said petition, the President of the Federation is obligated to call a membership meeting to consider the challenge within 10 duty days. Upon receipt of a formal complaint against a member, the Executive Council will follow the Member Discipline policy of the Federation.
- Section 9. The Executive Council will report to all members in good standing, its actions and decisions of major significance, as well as its activities on a regular basis through the publication of Executive Council minutes on the SCFT website ([scftunion.org](http://scftunion.org)).
- 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. This clause should not supersede any other measure of business outlined in this document.
- Section 11. The Federation will indemnify all Directors, Officers, and Members who are acting on behalf of the Federation, if a lawsuit is filed against the State Center Federation of Teachers.

- Section 12. No agreements can be entered into by any elected officer of the executive council that prohibits the Council from gaining access (by request) to all documents that are germane to the agreement. Documents shared with any executive officer during closed session or under confidentiality must remain confidential.
- Section 13. A member in good standing can reasonably request information from the executive council regarding details about their current collective bargaining agreement, financial records, meeting minutes, upcoming negotiations, grievance procedures, how their dues are being used, the names of union representatives, and any relevant information regarding potential issues impacting their workplace or employment conditions, as long as the request is made in good faith and is not overly burdensome to the Council and Federation staff.

## **ARTICLE VI – Affiliations**

- Section 1. The Federation will maintain affiliation with the following organizations:
- a. **THE AMERICAN FEDERATION OF TEACHERS**  
All delegates and alternates to the national convention of the AFT will be elected by the membership of the Federation. The Federation Recorder /Archivist, 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 will be elected by the membership of the Federation. The Federation Recorder/Archivist, 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 will 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 will 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 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 the 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 by the General Membership.

- Section 2. Delegates will submit reports to the Executive Council that concern all meetings attended on behalf of the Federation.
- Section 3. The Federation Executive Council will 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 will be members in good standing of the Federation.
- Section 5. The Federation will make every reasonable effort to be active in the activities of affiliated organizations and, where possible, will send delegates to the meetings and conventions of affiliated organizations.
- Section 6. These affiliations will involve allegiance to the constitution of each of these organizations and prompt payment of the per capita dues.

## **ARTICLE VII – Membership Meetings**

- Section 1. There will 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 in accordance with other articles of this Constitution.
- Section 3. A quorum at a general membership meeting will consist of ten percent of the dues-paying members, according to the most recent roster on file. Absent a general membership quorum, Federation business may be conducted by the executive council in open session.

## **ARTICLE VIII – Budget And 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 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. A financial review may be conducted in accordance with the AFT Constitution. Such a review will be conducted by the Budget and Finance Committee, under the guidance of best practices provided by AFT. If the Executive Council or general membership votes to cause an independent Audit of the Federation's Finances, above and beyond the guidance of AFT's Constitution, a special assessment fee will need to be approved and paid by the current members, to cover the costs at the time said audit is requested.
- Section 4. As an affiliate of AFT, AFL-CIO, the Federation is covered under their group tax exempt status. AFT organizations are considered nonprofit and exempt under the Internal Revenue Code section 501© 5.
- Section 5. An annual budget will be jointly prepared by the President & Treasurer for approval by the Executive Council, before the beginning of each fiscal year.
- Section 6. The Federation's fiscal year will run from January 1- December 31 of each calendar year, in accordance with AFT's chapter registration for this local.
- Section 7. Expenditures outside of those authorized by the budget approval process must be individually approved by the executive council.
- Section 8. Monthly revenue and expense reports will be presented for approval at each regularly scheduled executive council meeting.
- Section 9. An independent professional CPA firm may be hired each year to conduct a financial review of the Federation's financial statements, in accordance with AFT's Constitution & Bylaws. The CPA's report will include comparative financial statements and will be presented for approval at a regularly scheduled Executive council meeting within 4 months of the close of the previous fiscal year end.
- Section 10. Each year, according to the financial requirements outlined by the AFT Constitution and Bylaws, The Federation will convene the Budget and Finance Committee to conduct a special internal financial review. This process will follow the guidance and best practices of AFT and will adhere to AFT's recommendations and timelines. This special internal review will be presented to the Executive Council and forwarded to AFT, in accordance with their guidelines.
- Section 11. Should financial reports produced by the independent CPA or the Budget and Finance Committee demonstrate a need for changes to internal practices and policies, the Treasurer will work with the President and Budget and Finance Committee to implement any necessary changes.

## **ARTICLE IX– Procedural Rules**

Robert’s Rules of Order (revised) will govern all general membership meetings of the Federation. The Chair of the Executive Council meetings will determine the established norms of regular and special meetings. Each chair of each standing and special committee will determine the established norms of regular and special meetings.

“Duty Days” for the purposes of both the Constitution and bylaws will mean a day of instruction, designated on the approved academic calendar for the District.

## **ARTICLE X – Constitutional Amendments**

- Section 1. A proposed amendment to this Constitution will be submitted by any general member in good standing, to the Governing Document Review Committee in advance of any regular committee meeting. Two-thirds of all members on the committee will be sufficient to recommend the proposed amendment to the Executive Council.
- Section 2. A proposed amendment to this Constitution will be submitted by the Governing Document Review Committee at any regular Executive Council meeting. Two-third of all Executive Council members present at that meeting will be sufficient to recommend the proposed amendment to the general membership.
- Section 3. A proposed and recommended amendment to this Constitution will be submitted by the Executive Council for ratification by the membership. After a minimum of 30 consecutive duty days, Federation members will vote by secret ballot supplied by the Federation. A two-thirds majority of those voting will be required to adopt said amendment.

## **ARTICLE XI – Availability of Governing Documents**

Copies of the Federation’s Constitution, bylaws, policies, executive council meeting minutes, and yearly financial statements should be accessible on the Federation’s website ([scftunion.org](http://scftunion.org)) and will be made available to Federation dues-paying members in good standing, with a hard copy of the Member Handbook upon request.

END OF DOCUMENT

## **BY-LAWS**

### **ARTICLE I- Dues**

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

### **ARTICLE II - Federation Policies**

- Section 1. The Federation Executive Council will develop and maintain the following policies:
  - a. Elections;
  - b. Member Discipline;
  - c. Conflict of Interest;
  - d. Code of Conduct;
  - e. Whistleblower;
  - f. Other policies as deemed necessary by the Executive Council.

### **ARTICLE III - Duties of Executive Council Members**

- Section 1. The duties of the elected President will include:
  - a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
  - b. Presiding over the general membership meetings of the Federation, except the Executive Council meetings which will be chaired by the Executive Vice President.
  - c. Serving as an ex-officio member of all Federation Committees.
  - d. Serving as Signatory of the Federation, including signing all necessary papers and documents.
  - e. Representing the Federation when and where necessary, including but not limited to attending monthly SCCC trustees' meetings and State and Division Council meetings

- of the California Federation of Teachers and the Community College Council.
- f. Serving as liaison to the media regarding contractual issues or negotiating activities.
- g. Presenting oral reports when and wherever necessary to keep general membership and affiliated groups abreast of current union activity.
- h. Working with other groups representing faculty interests.
- i. Establishing, in concurrence with the Executive Council, annual agenda/goals to be achieved by the Federation.
- j. 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.
- k. Monitoring and coordinating the duties and responsibilities of Executive Council Members in conjunction with the Executive Director/Organizer.
- l. Carrying out such additional executive and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- m. Attending the Executive Council meetings to summarize any and all activities.
- n. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- o. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 2. The duties of the elected Executive Vice President will include:

- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
- b. Performing all presidential duties in the absence of the President.
- c. Serving regularly as Chairperson of Executive Council Meetings. (Should the executive vice president assume the presidency, see Art. 4, Sec 4 regarding vacancies.)
- d. Serving as Chair of Chairs for all internal SCFT committees. Coordinating and monitoring the work and progress of those committees in collaboration with the Executive Director/Organizer.
- e. Collaborating regularly with the President and ED/O on meeting the needs of various campaigns and advocacy work initiated by internal committees.
- f. Assisting committee chairs with the arrangement of committee meeting dates, times, locations, and other logistical needs as they arise.
- g. Serving as a member of the Committee on Political Education (COPE).
- h. Consulting with the President in planning for the yearly agenda for SCFT.
- i. Carrying out such additional executive, committee and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- j. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- k. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

- Section 3. The duties of the appointed Past President will include:
- a. Serving in an advisory capacity as an appointed officer.
  - b. Volunteering to assist the newly elected Federation President in his/her first year of office.
  - c. Maintaining continuity in Federation activities during the change of Presidents.
  - d. Serving as a member of the Governing Document Review Committee.
  - e. Carrying out such additional executive, committee and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
  - f. Attending the Executive Council meetings to summarize any and all activities.
- Section 4. The duties of the appointed Recorder/Archivist will include:
- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
  - b. Acting as the custodian of the seal and the charter of the Federation.
  - c. Acting as Recorder at Executive Council Meetings. Specific duties will include recording all executive council meetings with the purpose of producing written minutes for approval at the next executive council meeting.
  - d. Maintaining the membership rolls of the Federation, thus serving as Chair of the Membership Committee.
  - e. Serving as the Official Elections Commissioner, and Chair of the Elections Committee. Duties include ensuring that all Federation elections strictly adhere to local, state and federal laws, regulations, procedures and policies, as well as making recommendations for revisions of policy or practices to the committee.
  - f. Preparing all reports in accordance with timelines required by government agencies, as well as the AFT and CFT.
  - g. Serving as a member of the Communications Committee.
  - h. Completing and filing required paperwork for Executive Council delegates attending state and national conventions.
  - i. Supporting the Vice President of Special Assignment Affairs with their duties.
  - j. Consulting with the President in planning for the yearly agenda for SCFT.
  - k. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
  - l. Attending the Executive Council meetings to summarize any and all activities.
  - m. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
  - n. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.
- Section 5. The duties of the appointed Treasurer will include:
- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
  - b. Maintaining the complete financial records of the Federation. Including acquisition of software that can generate accurate and thorough financial reports.



- 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. Preparing professional statements for the Executive Council to review including monthly revenues and expenditures, as well as providing a statement of position with budget vs. actuals, at least twice each fiscal year (June and October are recommended).
- e. In collaboration with the SCFT President, present the proposed operating budget to the Executive Council, at least 60 days in advance of a motion to approve.
- f. Completing and filing required state and federal non-profit organization tax forms and other important local filings, including but not limited to; FPPC filings, property taxes, banking documents, insurance documents and payroll authorizations.
- g. Maintaining a working knowledge of the CFT and AFT constitutions and bylaws, and ensuring that the Federation is adhering to the rules and expectations regarding financial policies and practices.
- h. Consulting with the President in planning for the yearly agenda for SCFT.
- i. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council
- j. Attending the Executive Council meetings to summarize any and all activities.
- k. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- l. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 6. The duties of the appointed Lead Negotiator will include:

- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
- b. Maintaining a working knowledge of the collective bargaining agreement between the Federation and the District.
- c. Chairing the negotiating team meetings and maintaining extensive notes for internal team meetings and external District meetings.
- d. Negotiating all contractual matters, under the direction of the President and the Executive Council and in consultation with the Federation negotiating team.
- e. Communicating with the District's Lead Negotiator.
- f. Making presentations and providing written updates to the Executive Council and Federation membership regarding contractual issues or negotiating activities.
- g. Along with the Federation President, serving as liaison to the media regarding contractual issues or negotiating activities.
- h. Serving as a member of the Committee on Political Education (COPE).
- i. Serving as a member of the Communications Committee.
- j. Consulting with the President in planning for the yearly agenda for SCFT.
- k. Carrying out such additional executive and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- l. Attending the Executive Council meetings to summarize any and all activities.
- m. All officers of the Executive Council are expected to adhere to the written policies of

- the Federation through the duration of all terms of office.
- n. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 7. The duties of the appointed Contract Enforcement Officer will include:

- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
- b. Maintaining a working knowledge of the collective bargaining agreement between the Federation and the District.
- c. Coordinate complaint and grievance activity in cooperation with the President, Executive Director/Organizer and Member rights VPs.
- d. Advising and working with VPs of Member Rights, thus serving as Chair of the Member Rights Committee.
- e. Serving as a member of the Negotiation committee.
- f. Carrying out such additional executive and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- g. Attending the Executive Council meetings to summarize any and all activities.
- h. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- i. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 8. The duties of the appointed Vice Presidents of Member Rights will include:

- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
- b. Maintaining a working knowledge of the collective bargaining agreement between the Federation and the District.
- c. Acting as ombudspersons and facilitators for the Federation and its members (see Article II, § 1).
- d. Serving as members of the Member Rights Committee. Meeting regularly with the committee to report and summarize any and all grievance-related activities.
- e. Holding informational meetings at respective sites at least once per semester to help educate general membership of their contract rights.
- f. Serve as liaison to districtwide committees related to contract enforcement.
- g. Coordinate complaint and grievance activity in cooperation with the Chief Enforcement Officer, President, and Executive Director/Organizer.
- h. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- i. All officers of the Executive Council are expected to adhere to the written policies of the Federation and to sign their oath to established policies at the beginning of each term of office.

- j. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness and efficiency for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 9. The duties of the elected Vice Presidents of Academic Affairs will include:

- a. Serving on 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. Assisting with conducting various workshops regarding union member rights and benefits.
- d. Assisting with the recruitment of dues-paying members of the Federation.
- e. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- f. Attending the Executive Council meetings to summarize any and all activities.
- g. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- h. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 10. The duties of the elected Vice President of Labor Relations will include:

- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
- b. 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.
- c. 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.
- d. 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.
- e. Interacting with COPE counterparts within the CFT and the AFT.
- f. Disseminating political information to Federation constituents as provided by Section 9a above.
- g. Serving as Chair of the Committee on Political Education (COPE).
- h. Recommending positions concerning candidates and legislation as these may relate to protecting and promoting the Federation and constituent professional interests.
- i. Coordinating the Federation's role in affiliate-organized politically-related events (including but not limited to CFT, AFT, and local CLC).
- j. When necessary, engage in fundraising activities in order to further the interests of the Federation and its constituents.
- k. Consulting with the President in planning for the yearly agenda for SCFT.

- l. Carrying out additional executive and administrative responsibilities as directed by the Executive Council.
- m. Attending the Executive Council meetings to summarize any and all activities.
- n. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- o. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

- Section 11. The duties of the elected Vice President of Special Assignment Affairs will include:
- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
  - b. Serving in a liaison capacity as one of the primary communication links between non-instructional members and the Executive Council. Thus, serving as a member of the negotiations team.
  - c. Serving as a member of the Member Rights committee. Acting in an advisory capacity for vice presidents of member rights by providing insight and recommendations on potential issues and grievances involving non-instructional faculty.
  - d. Consulting regularly with the Enforcement Officer, President, and ED/O on non-instructional faculty issues and concerns.
  - e. Assisting with conducting various workshops that benefit non-instructional faculty.
  - f. Assisting with the recruitment of dues-paying members of the Federation.
  - g. Consulting with the President in planning for the yearly agenda for SCFT.
  - h. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
  - i. Attending the Executive Council meetings to summarize any and all activities.
  - j. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
  - k. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

- Section 12. The duties of the elected Vice President of Part-Time Faculty Affairs will include:
- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
  - b. Serving in a liaison capacity as one of the primary communication links between part-time members and the Executive Council. Thus, serving as a member of the negotiations team.
  - c. Serving as a member of the Member Rights committee. Acting in an advisory capacity for vice presidents of member rights by providing insight and recommendations on potential issues and grievances involving part-time faculty.
  - d. Consulting regularly with the President and ED/O on part-time faculty issues and concerns.

- e. Assisting with conducting various workshops that benefit part-time faculty.
- f. Assisting with the recruitment of dues-paying members of the Federation.
- g. Consulting with the President in planning for the yearly agenda for SCFT.
- h. Serving as Chair of the Part-time Advisory Committee.
- i. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council.
- j. Attending the Executive Council meetings to summarize any and all activities.
- k. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- l. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

- Section.13. The duties of the elected Vice President of Communications will include:
- a. An expectation to fulfill their duties (including attendance at trainings and conferences) on non-duty days including winter, spring and summer breaks.
  - b. Preparing publicity and public relations campaigns for the benefit of the Federation as necessary.
  - c. Working with the President and ED/O to manage the communications of the organization with the goal of advancing the organizations' position with the District, as well as driving broader awareness and member support for the Federation's' many campaigns and services.
  - d. Overseeing—in conjunction with the President and ED/O—the creation of publicity and public relations campaigns for general distribution to the membership and/or the benefit of the Federation when necessary. Production of various communication products, inclusive of but not limited to:
    - i. The Federation's newsletter and email platforms
    - ii. Videography and photography materials
    - iii. Presentation shells
    - iv. Website & social media platforms
    - v. Graphic design for print and digital materials
  - e. Serving as Chair of the Communications Committee. Carrying out such additional executive, committee, and administrative responsibilities on behalf of the Federation as may be determined by the Executive Council
  - f. Attending the Executive Council meetings to summarize any and all activities.
  - g. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
  - h. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

- Section 14. The duties of the elected Full and Part-time At-Large Representatives will include:
- a. Serving on at least two (2), 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. Assisting with the recruitment of dues-paying members of the Federation.
- d. Assisting with conducting various workshops regarding union member rights and benefits.
- e. Attending Executive Council meetings and committee meetings as needed.
- f. Carrying out additional executive, committee and administrative responsibilities as directed by the President and the Executive Council.
- g. Attending the Executive Council meetings to summarize any and all activities.
- h. All officers of the Executive Council are expected to adhere to the written policies of the Federation through the duration of all terms of office.
- i. All Officers of the Federation are expected to participate in professional training and development activities that provide increased effectiveness for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Section 15. The duties of the Executive Director/Organizer (ED/O) will include:

Coordination and administration of day-to-day activities including, but not limited to:

- a. Assisting with compliance of national and state affiliate constitutional obligations.
- b. Providing consultation to all unit members around union benefits when needed.
- c. Troubleshooting, brainstorming, and helping to resolve day-to-day union activities.
- d. Exercising discretion and independent judgment with regard to significant local matters.
- e. Interpreting and/or implementing local policies or operating practices.
- f. Completing major assignments related to the operation of the local.
- g. Provide consultation or expert advice to Executive Council leadership.
- h. Investigate and resolve matters of significance on behalf of leadership.
- i. Represent the Executive Council in handling complaints, disputes, and resolving grievances against both the Executive Council and the District employer.

Assisting Executive Council members in fulfilling their assignments; including, but not limited to:

- j. Assisting Executive Council members with various member initiatives, as well as on-going and one-time events.
- k. Designing and distributing digital communications as directed.
- l. Serving on standing and special committees of the organization as directed by the SCFT Executive Council and President.
- m. Attending conferences, conventions, and training courses as directed by the SCFT Executive Council and President.

Assisting in the recruitment and development of Executive Council members including, but not limited to:

- n. Engaging strategies for internal organizing to recruit dues-paying members and to grow new leaders into activists.
- o. Monitoring and coordinating the duties and responsibilities of all Executive Council members.

Assisting in the development of relationships beyond the local including, but not limited to:

- p. Engaging strategies for external organizing to generate new contacts to reach out to as supporters of the organization.

Assisting in educating the membership including, but not limited to:

- q. Conducting training sessions for members and leaders.
- r. Contributing to and crafting digital communications.

Attending all Executive Council meetings and General Membership Meetings;

- s. Assisting with meeting logistics as requested and to summarize any and all activities.
- t. Carrying out additional executive, committee and administrative responsibilities as directed by the President and the Executive Council.
- u. All staff of the Federation are expected to participate in professional training and development activities that provide increased effectiveness and efficiency for the office they are responsible for, including but not limited to retreats, workshops, online courses, and conferences conducted either by the Executive Council, or Federation Affiliates.

Contract administration and grievance adjudication including, but not limited to:

- v. Coordinating complaint and grievance activity in cooperation with the Enforcement Officer, President, Executive Council, and legal counsel for SCFT.
- w. Consulting regularly with the Lead Negotiator around negotiations, and status of grievances and issues of legal interpretation and contract language and writing contract language as directed by leadership.
- x. Representing members at hearings with assistance from leadership, legal counsel as necessary.
- y. Maintaining appropriate permanent records and documentation pertaining to all functional areas of the organization.

## **ARTICLE IV Elections**

Section 1. Purpose: Elections will 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 Recorder/Archivist will chair the Elections Committee with the assistance of the ED/O. Additional members of the Elections Committee will be selected from Full- and Part-time Faculty Representatives At-Large (who are not themselves running for an elected position during that election cycle) and approved at or before the first Executive Council meeting. When there are not enough at-large representatives eligible to serve on the elections committee, a vice president who is not running for office may serve on this committee.
- b. Election of officers will be conducted by the Elections Committee and will be held prior to the April executive council meeting. Election of convention delegates will be conducted by the Elections Committee and will be held prior to the date required for submission of delegate and alternate delegate lists to the CFT and AFT.
- c. Should an elected officer be subject to removal according to Art. IV of the Constitution, the Elections Committee will determine the need for a special election for the member constituents affected by such removal to replace the officer until the next general election.
- d. Notice of elections of officers will be mailed to all members in good standing no later than 15 duty days before polling locations open.
- e. The Elections Committee will create and update the Election Policies of the Federation, present them to the membership each election cycle, and deliberate over violations of the election policies should complaints be brought to their attention.

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 college restricts eligibility for that office to members employed at that specific campus (e.g., Vice President of Academic Affairs for Reedley College must satisfy his/her contractual load at Reedley College or associated centers).
- b. Timing: Nominations for officers will be conducted by the Elections Committee and presented to the Executive Council no later than the January meeting of the Executive Council.
- c. Ballots: Federation Executive Council office candidates must receive a simple majority (50% + 1) of the ballots cast to be elected to office.
  - a. If an at-large representative position office has multiple candidates seeking that office and none of the candidates receives a simple majority, the candidate with the most votes (by measure of even 1 vote) is the winner of that seat.
- d. In the event of a tie for any office, a run-off election between the candidates for that position will take place between the two candidates immediately prior to the end of spring semester. The candidates for convention delegates will have their votes tallied in numerical order. Delegate positions will 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 will be identified. The Executive Council may choose to allow additional delegates to attend the convention if there is funding an approval to do so.

Section 4. Voting Procedures: Every dues-paying member in good standing will be allowed to vote in the election of officers. All eligible Federation members will vote for the President, Executive Vice President, Vice President of Special Assignment Faculty Affairs, Vice President of Labor Relations, Vice President of Part-Time Faculty Affairs, and Vice President of Communications.

Federation members in good standing will be able to elect their own Officers, according to their respective colleges, in accordance with these guidelines:

- a. Full-time faculty: will vote for Vice president of Academic Affairs and At-Large Full-time Representatives from their respective colleges' campuses.
- b. Part-time faculty: will vote for At-Large Part-time Representatives from all the colleges where they currently carry at least a partial load.

## **ARTICLE V Committees**

Section 1. Standing committees of the Federation will include:

- a. Member Rights
- b. Elections
- c. Membership
- d. Scholarship
- e. Committee on Political Education (COPE)
- f. Part-time Advisory (PTAC)
- g. Communications
- h. Budget and Finance

Section 2. Special committees of the Federation will include:

- a. Collective Bargaining/Negotiations
- b. Governing Document Review
- c. Other special ad hoc committees as deemed necessary by the Executive Council

Section 3. The President, with the approval of the Executive Council, will recommend the appointments of the chairpersons and members of Federation standing, special and ad hoc committees whenever necessary, except where specifically designated by other means in the governing documents and/or policies of the Federation.

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 District committee appointments made by the Federation President are subject to the approval of the Federation Executive Council. District Committee appointments may be removed or

approved at the discretion of the Executive Council by a majority vote of the Council.

## **ARTICLE VI Duties of Standing Committees**

### **Section 1. Member Rights Committee**

- a. Members: The Member Rights Committee will consist of the Chair (the Contract Enforcement Officer), the Lead Negotiator, the Vice Presidents of Member Rights, the VP of non-instructional faculty affairs, the VP of Part-time faculty affairs and the current President as an ex-officio member.
- b. Duties: The Member Rights Committee will respond to all complaints as provided in the current contractual agreement between the Federation and the District. The committee will 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. The committee will also oversee the adequate implementation of the Federation Member Discipline policy and ensure the process is handled according to the specified timelines. This policy should be included as an appendix to the bylaws, for ease of reference. This committee will also oversee the search and interview process of appropriate candidates for the appointed positions of Enforcement Officer and VPs of Members Rights, forwarding candidates to the President and Executive council for consideration and approval.

### **Section 2. Elections Committee:**

- a. Members: The Elections Committee will consist of the Chair (Recorder/Archivist) and additional At-Large Faculty Representatives and Vice Presidents of the Executive Council appointed and approved by the Executive Council.
- b. Duties: This committee will have the responsibility of implementing the election policies as outlined in Article VII, and to conduct all elections authorized by the Executive Council or membership. The Elections Committee will further have the responsibility of certifying the results of all elections conducted by the Federation. This committee will also oversee the search and interview process of appropriate candidates for the appointed position of Recorder/Archivist, forwarding candidates to the President and Executive council for consideration and approval.

### **Section 3. Membership Committee:**

- a. Members: The Membership Committee will consist of the Chair (Recorder/Archivist), and additional Vice Presidents and At-Large Faculty Representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: This committee will 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 will 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 will 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 will consist of the Chair (VP LABOR RELATIONS), the Executive Vice President, the Lead Negotiator, and the President as an ex-officio member as well as additional At-Large Faculty Representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Committee of Political Education will 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 will make recommendations to the Executive Council concerning the 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 Advisory Committee will consist of the Chair, the Vice President of Part-time Faculty Affairs, and any other Part-time and/or Full-time Faculty Representatives willing to serve on this committee.
- b. Duties: The Part-time Advisory Committee will act to protect and promote the professional interests of the Federation and its part-time faculty members. The committee will keep the Executive Council, and the membership informed of the major issues and concerns faced by local, state, and national part-time faculty.

Section 7. Communications Committee:

- a. Members: The Communications Committee will consist of the Chair (the Vice President of Communications), the President, the Recorder/Archivist, the Lead Negotiator; and additional at-large representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Communications Committee will support the Chair's management of the communications of the organization with the goal of advancing the organization's position with the District, as well as to drive broader awareness and member support for the organization's many campaigns and services.
  - a. At no time will communications of the Federation be published without the

prior authorization of the Federation President.

- b. Additionally, per the current contract bargaining agreement, all communications coming though District-issued email must come directly from the Federation President and/or his designee.

Section 8. Budget and Finance Committee:

- a. Members: The budget and finance committee will consist of the Treasurer, President, as well as Vice Presidents and at-large representatives of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Budget and Finance Committee will ensure the proper management of the Federation's finances by performing the duties of the financial review committee as outlined in and required by the AFT constitution for the purpose of assisting the Treasure and President with maintaining proper compliance. This committee will also oversee the search and interview process of appropriate candidates for the appointed position of Treasurer, forwarding candidates to the President and Executive Council for consideration and approval.

## **ARTICLE VII- Duties of Special Committees**

Section 1. Collective Bargaining/Negotiations Committee:

- a. Members: The Collective Bargaining/Negotiations Committee will consist of the Chair (the Lead Negotiator), the President, the Vice President of Part-time faculty affairs, the Executive Director/Organizer, and additional members of the Executive Council or from the Federation membership appointed and approved by the Executive Council. The Lead Negotiator will 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 will be eligible for selection by the Executive Council to serve on the Collective Bargaining/Negotiations Committee.
- b. Duties: The Collective Bargaining/Negotiations Committee will 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 will 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. This committee will also oversee the search and interview process of appropriate candidates for the appointed position of Lead Negotiator, forwarding candidates to the President and Executive Council for consideration and approval.

Section 2. Governing Document Review Committee:

- a. Members: The Governing Documents Revision Committee will consist of the Past President, President and ED/O as Co-Chairs, and additional members of the Executive Council appointed and approved by the Executive Council.
- b. Duties: The Governing Documents Review Committee will be to review the Federation Governing Documents as necessary in order to ensure that the governing procedures of the Federation remain current and functional, including but not limited to the Constitution, Bylaws, Policies, and Member Handbook.

Section 3. Ad Hoc Appeals Committees:

- a. Members: Any necessary Ad Hoc Appeals committees will be formed within 10 duty days of the lodging of a formal complaint against the federation.
- b. Duties: Ad Hoc Appeals committees formed to review a formal complaint against the Federation will follow the grievance policies created and approved by the Federation's Executive Council.

## **ARTICLE VIII - Amendment Procedure**

Section 1. A proposed amendment to these bylaws will be submitted by any general member in good standing, to the Governing Document Review Committee in advance of any regular committee meeting. A two-thirds vote in the affirmative of all committee members present at the meeting will be sufficient to recommend the proposed amendment to the Executive Council.

Section 2. A proposed amendment by the Governing Document Review Committee will be submitted to the Executive Council at least 30 days before any regular Executive Council meeting. A two-thirds vote in the affirmative of all Executive Council members present at the meeting will be sufficient to ratify the amendment for implementation.

END OF DOCUMENT