

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 Grievance (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. Editor of the Federalist (Appointed)
- j. 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 Grievance 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 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 11. 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 Grievance to help educate general membership of their contract rights.

- Section 12. The duties of the Executive Director/Organizer shall include:
- a. Coordinating complaint and grievance activity in cooperation with the VP's of Grievance, Executive Council, Chief Negotiator, the CFT, and legal Counsel for SCFT.

- b. In coordination with the VP's of Grievance, 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 Grievance 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 Committee
- 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 Grievance, 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.
- 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 Grievance 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.