

Ventura County  
Federation of College Teachers  
AFT, Local 1828  
**California Federation of Teachers / American Federation of Teachers**  
**Constitution**

**Article I. Name**

The name of the organization shall be the Ventura County Federation of College Teachers, Local 1828 of the American Federation of Teachers and the California Federation of Teachers.

**Article II. Jurisdiction**

The organization, hereinafter called the Federation, shall represent the American Federation of Teachers and the California Federation of Teachers and shall have jurisdiction over all members teaching and retired from teaching at the community college level in the County of Ventura, State of California.

**Article III. Affiliation**

The Federation shall affiliate with the American Federation of Teachers, AFL-CIO; the California Federation of Teachers, AFL-CIO; the California Labor Federation, AFL-CIO; and the Tri-Counties Labor Federation AFL-CIO. These affiliations shall constitute allegiance to the constitutions of these bodies and prompt payment of their per capitās.

**Article IV. Purpose**

The purpose of the Federation is to advance the status of teachers and of education in general within its jurisdiction, in the state, and in the nation.

**Article V. Membership**

All faculty and retired faculty who pay membership dues shall be entitled to full membership rights and privileges. No qualification for membership shall be established which limits membership to anyone on the basis of race, creed, sex, political belief or affiliation.

**Article VI. Dues**

Dues to the Federation shall be subject to increase in mandated affiliation fees, insurance premiums, and negotiated salary increase percentages.

**Article VII. Election, Appointment and Removal of Officers**

- Section 1. The elected officers of this Federation shall be a President, one full-time faculty Vice-President at each college, one part-time faculty Vice-President at each college, a Secretary, a Treasurer, a COPE Chairperson and a Chief Negotiator.
- Section 2. The appointed officers of this Federation shall be a Grievance Chairperson, an Assistance Grievance Chairperson and a Budget Analyst. Appointment to these positions shall be made by the elected members of the Executive Council on or after June 1 following the regular election of officers. Previously appointed officers shall remain in their positions until removed by the newly elected members of the Executive Council or until replaced by a new appointee.
- Section 3. Membership in good standing is required to run for or hold office. ("In good standing" shall mean membership for three pay-withdrawal periods prior to nomination for or appointment to office.)
- Section 4. Vacancies in any office shall be filled by the Executive Council. Notice of the vacancy shall be published to the membership at least 15 days prior to filling the office.
- Section 5. Nominations for office shall be made at a membership meeting in March of even-numbered years. Notice shall be provided to each member at least 15 days prior to the meeting that nominations are in order. Nominations may be submitted by campus mail to an Election Committee representative or in person at the March membership meeting. The Election Committee shall consist of one representative appointed by the Executive Council from each of the colleges.
- Section 6. The election shall be held no less than 15 calendar days and no more than 20 calendar days after a notice of election has been sent to the last known home address of each member in good standing.
- Section 7. Ballots shall be prepared and mailed to each member in good standing no less than 15 calendar days and no more than 20 calendar days following the announcement of the election. A notice shall be mailed with each ballot stating the postmark deadline for returning the ballot and the date, time, and location for opening and counting the ballots. The ballots shall be returned to the Federation office. The postmark deadline for returning ballots shall be no more than 15 calendar days from the date when the ballots were originally sent to the members. The ballots shall be counted by the Executive

Director and the Election Committee, and the ballot counting shall be open to any member of the Federation. The candidates receiving a simple majority of the votes cast shall be declared elected. The newly-elected officers shall assume office on June 1 following the election. If a simple majority is not obtained for an office, a run-off election of the two candidates receiving the most votes shall be held according to the procedures specified in this article.

Section 8. A recall of any specified generally-elected Executive Council officer shall be held if a recall petition is signed by at least ten percent of the Federation members at each college. The Executive Council shall hold the recall election within 30 days of the receipt of such a petition in accordance with the procedures specified in Article VII, Sections 6 and 7, above. A recall election needs a simple majority of those voting to be successful.

Section 9. An officer may be removed by a three-fourths (3/4) vote of the Executive Council for failure to perform the duties of office, malfeasance, fraud or absence from three or more Executive Council meetings within a twelve-month period.

#### **Article VIII. The Executive Council**

Section 1. The Executive Council of the Federation shall consist of the elected and appointed officers as listed in Article VII, Sections 1 and 2. The term for all elected Executive Council officers shall be two years.

Section 2. The Executive Council shall administer the policies of this Federation.

Section 3. The Chairperson of the Executive Council shall be the President of the Federation.

Section 4. The Executive Council shall meet regularly during the academic year as set forth in the bylaws.

Section 5. The Executive Council shall have the power to employ all personnel; to distribute contractual Federation release time; to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Federation purposes at such rates of interest and terms and conditions as it may determine; to issue notes, bonds and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 6. The Executive Council shall keep the membership informed of all Federation activities.

#### **Article IX. Amendments**

This constitution may be amended as follows:

1. The proposed amendment may be submitted at any regular membership meeting and read to the assembled members. A 2/3 vote at the membership meeting shall be sufficient to submit the amendment to each member for adoption;

**OR**

- The proposed amendment may be submitted to Executive Council. The Executive Council may initiate amendments. After having received a majority vote of the Executive Council the amendment shall be submitted to each member for adoption.
2. A majority vote of all members voting by secret ballot shall be sufficient for adoption.

#### **Article X. Bylaws**

All matters not covered in this Constitution, or those matter not clearly interpreted by this Constitution shall be referred to the Bylaws. Bylaws can be proposed, changed, and amended at any Executive Council meeting provided that notice of that Executive Council meeting has been sent in advance to all members.

#### **Article XI. Meeting Procedures**

Robert's Rules Revised shall govern all meetings. The orders of the day may be suspended by a 2/3 majority vote of those present.

# Bylaws

## Article I.

The Executive Council shall meet monthly or by special call of the President. A quorum of the Executive Council shall be ½ of the members of the Executive Council.

## Article II.

A Membership Meeting of the Federation shall be called by the President once a year or by petition by 10% of the membership. A special membership meeting shall be called by the President in March of even-numbered years for the purpose of nominations as in Article VII, Section 3 of the Constitution. Special membership meetings shall be called by the President with the approval of the Executive Council for the purpose of major contract ratification votes as outlined in Article V, Section 8 of the Bylaws.

## Article III.

- Section 1. Standing and Ad Hoc Committees may be set up and appointed by the President with the approval of the Executive Council.
- Section 2. The Executive Council shall make all reasonable efforts to insure that all standing committees
- include representation from each college;
  - reflect the ratio of full-time/part-time union membership;
  - have representation from non-classroom faculty; and
  - have equitable gender and ethnic representation.
- Section 3. The Executive Council may vote to provide release time and/or stipends for appointed members to the Joint AFT/Management Health Benefits Committee and the Bargaining Team.

## Article IV.

Election of delegates to the AFT, CFT, Council of Locals, California Labor Federation, and Tri-Counties Labor Federation conventions shall be conducted according to the following: Members shall be informed of the nominations procedures. Any member in good standing may run for election. Contested elections shall be conducted by secret ballot of the membership. Members will be notified 15 days prior to elections of the date, time and place of election of delegates.

## Article V. Duties of Officers

- Section 1. The *President* shall preside at meetings of the Federation and Executive Council. He/She is an ex-officio member of all committees (except he/she shall be a voting member of the COPE Committee), shall sign all necessary papers and represent the Federation when and where necessary, subject to direction or reversal of a majority of the Executive Council.
- The normal release time for the duties of President shall be .4. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances and needs.
- Section 2. The *Vice-Presidents* shall function as in-college representatives of the Federation. A First Vice-President shall be selected by the Executive Council at its annual organizational meeting from among the members of the Executive Council to serve in the absence of the President.
- The normal release time for the duties of a Vice President shall be .1. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances.
- The Vice-Presidents shall:
- Recruit other members to become active in union activities.
  - Assist in communication with members and recruit new members from their campuses.
  - Represent AFT at Academic Senate, campus and district committee meetings as listed in Article 17.1, sections A-D of the Agreement Between VCCCD and AFT Local 1828 or assist in recruiting representatives to the above committees as needed.
  - Serve on AFT sub-committees as needed.
  - Represent their campuses at Executive Council meetings.

- Section 3. The *Secretary* shall:

- a. Conduct the correspondence pertaining to his/her office.
- b. Record the minutes of all Executive Council and membership meetings.
- c. Keep adequate records available at all times for the Executive Council.

Section 4. The *Treasurer* shall work with fiscal staff to:

- a. Receive, record and deposit in the name of the Federation all monies from dues and all other sources and do the same with COPE.
- b. Keep the membership roll, issue receipts, and delinquent notices.
- c. Forward to the National Office, on or before the 15<sup>th</sup> each month, the report of members in good standing, together with mailing addresses; and forward on the last day of the month all taxes and assessments due to the American Federation of Teachers.
- d. Present written budget reports to the Executive Council and CFT each quarter and make such reports available to all members.
- e. Pay all bills authorized by the adopted general and COPE budgets, retaining vouchers and receipts for same. Expenses not authorized in the budgets must be presented to the Executive Council for authorization.
- f. Submit a financial statement for the local including a statement of assets and liabilities and a statement of income and expenses as required.
- g. File all local, state and federal reports required by law.

The normal release time for the duties of Treasurer shall be .05. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances.

Section 5. The *Grievance Chairperson* shall:

- a. Represent faculty and the Federation in the grievance process in the District or, if requested by grievant, act as advisor to grievants when they have chosen some other representative through the mediation step.
- b. Report on the status of grievances to the Executive Council at each meeting.
- c. Make recommendation on arbitrations to the Executive Council. The Executive Council shall approve or disapprove moving to arbitration.
- d. Act as Federation representative, or designate a Federation representative, when faculty members requests union presence at any meeting involving district and campus management and the faculty member.
- e. Keep records of all grievances and their resolutions and all other problems/issues brought to the Grievance Chair by the faculty.
- f. Serve as Federation liaison with Federation legal counsel.

The normal release time for the duties of Grievance Chairperson shall be .4. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances and needs.

Section 6. The *Assistant Grievance Chairperson* shall:

- a. Assist Grievance Chairperson, as directed by the Grievance Chairperson, with the handling of faculty grievances, potential grievances, unfair labor practice charges and faculty concerns.
- b. Meet regularly with the Grievance Chairperson in order to become familiar with the provisions on the VCCCD/AFT Agreement.
- c. Become familiar with the steps of the grievance process as defines in the Agreement.
- d. As directed, assist faculty with the forms, steps, and deadlines of the grievance process and unfair charges.
- e. As directed, attend meetings for which faculty members request a union representative.
- f. Attend, when possible, conferences related to grievances and arbitrations.

The normal release time for the duties of Assistance Grievance Chair shall be .1. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances.

Section 7. The *COPE Chairperson* shall:

- a. Coordinate COPE activities for the Federation.
- b. Make reports of COPE activities for the Federation.
- c. Organize and chair a COPE COMMITTEE.

- 1) The COPE Committee shall be composed of the COPE Chair, and, as a goal, two representatives from each college, one full-timer and one part-timer, the Federation President, the Federation Treasurer and the Grievance Chair. The membership of the COPE Committee must be approved by the Executive Council as outlines in Article III of the Bylaws.
- 2) The Committee shall meet once each semester or as called for by the COPE Chairperson.
- 3) The Committee may make expenditures of no more than \$250 with the approval of the Executive Council. The Executive Council may also make such expenditures.
- 4) Endorsements of candidates and propositions must be submitted to a vote of the COPE membership. It shall take a simple majority of the ballots cast to approve the endorsement.
- 5) Any COPE expenditures, other than those described in Section 7c(3), shall be made by recommendation of the COPE Committee upon approval by the Executive Council of AFT Local 1828.

Section 8. The *Chief Negotiator* shall:

- a. Serve as chair of the bargaining team and be responsible for conducting contract negotiations with the district in conjunction with the bargaining team members. Initial proposals, major shifts in negotiations proposals, and tentative agreements must be approved by the Executive Council before submission to the membership for ratification.
- b. Recommend members for appointment to the bargaining team. Bargaining team members must be approved by the Executive Council.
- c. Report on the status of negotiations at each Executive Council meeting.
- d. Make periodic reports to faculty on the status of negotiations through publication of information and campus meetings.
- e. Be responsible for conducting faculty ratification votes under the following rules:
  - 1) All major contract ratification votes shall be open to members in good standing of the Federation and conducted by secret ballot. Upon reaching tentative agreement, a day and an evening meeting shall be held at each campus for purposes of presenting and debating the major contract tentatively agreed to. Thereafter, a ballot will be mailed to each member in good standing, along with a disclosure of the terms of the contract subject to ratification and a fixed date by which ballots must returned to the AFT office. If practicable, members attending the meeting named above in this subsection may vote at the meetings; ballots will not be mailed to members who voted at these meetings. Membership in good standing, for the purposes of ratification voting, as membership for one pay withdrawal period prior to voting. Members must be notified in advance of the meeting date, time, and place. Members must be present at the meeting to vote. A simple majority of the votes cast is needed for ratification.
  - 2) Contract reopener ratification votes shall be open to members in good standing of the Federation and conducted by secret ballot on each campus. Such ratification procedures may be changed by vote of the Executive Council. Members must be notified in advance of the dates, times, and locations of balloting. Members must cast their ballots in person. A simple majority of the votes cast is needed for ratification.
  - 3) These ratification procedures may be changed by vote of the Executive Council.

The normal release time for the duties of Chief Negotiator shall be .2 when there are no active negotiations or preparations for negotiations. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances and needs.

Section 9. The *Budget Analyst* shall:

- a. Provide the Executive Council and the membership with current information regarding the State and the District budgets.
- b. Conduct research for the Federation and for the negotiating team.
- c. Represent the Federation at DCAS meetings.

The normal release time for the duties of Budget Analyst shall be .1. This amount may be increased or decreased by a vote of the Executive Council as necessitated by specific circumstances and needs.

## **Article VI. Release Time**

Section 1. Release time to conduct the duties of an office or sub-committee shall be approved by a majority the members of the Executive Council prior to each semester. Release-time requests shall be submitted in writing to the Executive Council for approval at the March meeting for fall semester release and the October meeting for Spring, except in the case of mid-semester assignments. Previously appointed officers shall remain in their positions until removed by the elected members of the Executive Council or replaced by a new appointee. Effective Fall 2012, full-time faculty are expected to request release time during Fall and Spring semesters if needed to fulfill the duties of an office.

Section 2. Release time is apportioned at the discretion of the Executive Council. The normal distribution of release time for officers of the Federation shall be as follows. More or less release time may be approved as circumstances require.

President	.4
Vice President	.1 (each)
Treasurer	.2
Grievance Chairperson	.4
Assistance Grievance Chairperson	.1
Chief Negotiator	.2
Budget Analyst	.1

Section 3. Activities such as conventions, Executive Council meetings, Board meetings, distributing publications to boxes and preparing envelopes for mailings shall not be included as part of the release-time for the officer, with the exception of the President.

Section 4. Each .1 of release time shall be based upon an average 3.5 hours per week during the spring and fall semesters, for a total of 61.25 hours per semester. A member who does not meet their release time obligation may not be eligible for release time the following semester.

Section 5. The assignment of release time shall be determined by a majority vote of the members of the Executive Council designated as elected in the Constitution. The member requesting release time shall not vote on his/her compensation.

## **Article VII. Stipends**

Section 1. Stipends to conduct the duties of an office or sub-committee may be granted in lieu of release time when the member is not able to take release time or when release time is not available. Stipend proposals shall be submitted to the Executive Council for approval prior to each term. Stipend requests shall be submitted in writing to the Executive Council for approval at the March meeting for fall semester and the October meeting for Spring, except in the case of mid-semester assignments. Stipend requests for summer shall be submitted at the preceding April meeting. Effective fall of 2012, full-time faculty members will be expected to utilize release time instead of stipends.

Section 2. The stipend rate shall be \$50 per hour. As of Spring, 2011, this is equivalent to Column I, Step 8 on the full-time faculty salary schedule and shall become effective Summer of 2011. Stipend hours shall be reported on an Activity Sheet and shall be submitted to the Union President for review and approval. The Union President shall submit Activity Sheet to Treasurer for payment. The President shall have his/her Activity Sheet reviewed and approved by the Executive Council.

Section 3. Activities such as conventions, Executive Council meetings, Board meetings, distributing publications to boxes and stuffing envelopes for mailings shall not be included as part of the hourly stipend being paid to the faculty member.

- Section 4. The President, Grievance Chair, Treasurer, and Chief Negotiator are the only Executive Council members eligible to receive a summer stipend, except for special projects or duties as determined by the Executive Council.
- Section 5. The approval of stipends shall be determined by a majority vote of the members of the Executive Council designated as elected in the Constitution. The member requesting release time shall not vote on his/her compensation.

**Article VIII Appointments to District or College Committees**

- Section 1. The Executive Council shall choose all AFT representatives for District and College committees.
- Section 2. The Executive Council may create minimum qualifications for assignment to specific committees. Representatives must meet the minimum qualifications where such qualifications have been established by the Executive Council. A statement of the minimum qualifications for each committee assignment, if any, shall be made available at the Union office. All committee representatives must be members in good standing of AFT.
- Section 3. Representatives chosen by the Executive Council to serve on District and College level committees shall serve for a fixed term at the pleasure of the Executive Council. The Executive Council shall have the sole right and authority to remove representatives from committees at any time.
- Section 4. Representatives shall report to the Executive Council concerning the activities of the committee or committees to which they are assigned at the first regularly scheduled Executive Council meeting following the meeting of each assigned committee. Representatives shall make one report for each meeting of the committee to which they are assigned. Representatives shall report to the Executive Council concerning their assigned committee regardless of whether they were actually in attendance at a committee meeting.
- Section 5. Committee reports may, at the discretion of the representative, be made in person or in writing. Written reports shall be sent by mail to the President or by e-mail to both the President and the Executive Director of the Local. Committee reports shall include a statement of the issues addressed by the committee, the decisions of the committee, and a copy of the most recent committee minutes and agenda.

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# APPENDIX

# AFT Local 1828 Activity Sheet

NAME:		Month:					20
	<b>Non-Chargeable</b>	WK 1	WK 2	WK 3	WK 4	WK 5 <small>(if applicable)</small>	Total
1	Member-only benefits, legal services only open to members, or preparation for & attendance at member-only social events						
2	Political action, including endorsements and PAC activities						
3	Membership recruitment & helping other locals						
4	Good & welfare activities, including the Teilhet and other scholarship funds, and donations						
5	Training & meetings, including AFL-CIO functions, <b>to the extent that they are non-chargeable</b>						
6	Lobbying, if not part of item 17						
7	Public relations						
8	Other non-chargeable activity (Please Specify):						
	<b>Time spent on activities where chargeable percentage will be calculated during audit:</b>						
9	Publications or Website						
10	Preparation for and attendance at local's executive board or council						
11	Attendance at CFT or CTA Councils or conferences. Please specify:**						
	<b>Chargeable</b>						
12	Contract negotiation, administration and enforcement, including District benefit plans						
13	Local union administration, including financial & agency fee matters, & internal governance elections						
14	Representation, including problem solving for bargaining unit members and all legal services affecting the whole bargaining unit						
15	Research on District budgets and Education Code						
16	Educational policy and reform						
17	Lobbying for legislation, either related directly to the bargaining contract, or requested by the District to get specific resources to improve the contract						
18	Preparation and attendance at social functions open to all, <b>to the extent that they involve chargeable activities</b>						
19	Training & meetings, including AFL-CIO functions, <b>to the extent that they involve chargeable activities</b>						
20	Other chargeable activity (Please Specify)						
	<b>Total hours worked in month:</b>						

\*\* Requires prior Executive Council authorization.



# Activity Report for Release Time & Stipends

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Release Time: \_\_\_\_\_ % of FT Load                       Stipend: \_\_\_\_\_ hours per week

Date	Hours	Activity

Signature \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_