

**BY-LAWS OF THE**  
**AFT GUILD, LOCAL 1931**  
**SAN DIEGO COMMUNITY COLLEGE DISTRICT**  
*Amended 03/01/04*

**ARTICLE I - DUTIES OF OFFICERS**

- 1.1 The PRESIDENT shall preside at all meetings of the Guild's General Membership and of the Executive Council. He/she shall be an ex-officio member of all committees of the Guild and its campus chapters except the Audit Committee. He/she shall sign all necessary papers and documents, and he/she shall represent the Guild when and where necessary. He/she shall act as the executive officer of the Guild and shall assume all of the responsibilities commonly attendant upon such position.
- 1.2 The CHAPTER VICE-PRESIDENTS shall serve as chairpersons of their respective site chapters as well as officers of the Guild. Each Chapter Vice-President shall:
- (1) Assist in creating a structure of Guild Liaisons, one (1) such Liaison for each department or building;
  - (2) Employ this structure of Liaisons to increase Guild membership, facilitate membership services, including making known to Guild members benefits and services incidental to membership, and assisting members on professional matters as requested;
  - (3) Conduct social functions as indicated by the Chapter's particular needs;
  - (4) Appoint ad-hoc committee Chairpersons, as needed;
  - (5) Attend Guild Executive Council meetings; and
  - (6) Make periodic reports to the general membership and Executive Council of the Guild, and keep regular communication with the President.
- 1.3 In the event of the President's death, incapacitation, or resignation, a successor President shall be appointed from among the other Executive Council Officers of the Guild by a majority vote of the Executive Council to serve the remainder of the President's term of office.
- 1.4 The POLITICAL ACTION VICE-PRESIDENTS shall have two primary areas of responsibility:
- (1) To direct the Guild's own COPE, to serve as a liaison with the San Diego-Imperial Counties Labor Council's COPE, the California Federation of Labor's COPE, the California Federation of Teacher's COPE, and the American Federation of Teacher's COPE.

- (2) To serve in a professional advocacy function including representing professional concerns to members of the Board of Trustees and other persons and institutions in the community served by the colleges.
- 1.5 The SECRETARY shall keep a permanent record of all minutes and shall be responsible for all correspondence under the direction of the President. The seal and charter of the Guild shall be charged to the care of this officer, and it shall be her/his responsibility to maintain a complete and accurate record of all policies of the Guild, together with the policy implementation decisions of the Executive Council.
- 1.6 The TREASURER shall:
  - (1) Receive, record, and deposit in the name of the Guild all monies;
  - (2) Keep adequate records available for the Executive Council and the independent auditor, and keep the general membership apprised of the Guild's financial position by means of periodic reports;
  - (3) Pay all bills authorized by the budget, retaining voucher or invoice for same. Bills not authorized by the budget must be approved at a general membership meeting for authorization to pay;
  - (4) Keep and maintain a current, complete, and accurate list of members;
  - (5) Be cognizant of and abide by the financial agreements that the Guild maintains with its affiliates and other organization; and
  - (6) Assist with the Guild audit as specified in Article XII.
- 1.7 The COLLECTIVE BARGAINING CHAIRPERSON shall coordinate the Guild's collective bargaining efforts for each bargaining unit. He/she shall nominate a minimum of ten (10) Guild members, including alternates, to serve with him/her self as the Guild's collective bargaining team, shall receive the Guild's contract proposal from the Executive Council, make necessary arrangements with management for the negotiating sessions, shall appoint the team's spokesperson at those sessions and, in short, shall execute, subject to direction of the Executive Council of the Guild, Guild policies in the matter of negotiating the collective bargaining agreement with the representatives of the District's Board of Trustees. The Collective Bargaining Chairperson may or may not also be an elected Executive Council officer. All nominees of collective bargaining team members are subject to the approval of the Executive Council.
- 1.8 The COMMUNICATIONS VICE-PRESIDENTS shall supervise the publication of all printed materials to be distributed by the Guild for informational purposes.
- 1.9 The CONCILIATOR/GRIEVANCE CHAIRPERSONS shall coordinate the grievances of individual unit members who allege contract violations. The Conciliator/Grievance Chairperson shall also make recommendations to the President for appointments to the grievance committee. In concert with the President and the members of the grievance committee, the Conciliator/Grievance Chairperson shall execute the Guild's grievance policy, including, but not limited to:

- (1) Interviewing each grievant to determine the nature of the grievance.
  - (2) Reviewing the collective bargaining agreement with the grievant in order to determine whether a violation of contract has in fact occurred.
  - (3) Requesting from the Executive Council of the Guild for authorization to proceed to the various levels of the grievance procedure provided for in the Agreement.
  - (4) Providing representation to the grievant at each level, as appropriate.
  - (5) Requesting from the Guild Executive Council approval to seek professional counsel, or advance a case to mediation or arbitration. Grievants shall have a right to appeal such Executive Council decisions.
  - (6) Requesting from the Guild Executive Council approval for expenses attendant upon professional counsel.
  - (7) Making timely reports to the Executive Council concerning any pending grievance cases.
- 1.10 The PUBLIC RELATIONS VICE-PRESIDENTS shall maintain lines of communication between the Guild and persons and institutions in the community served by the colleges and any communities of interest to higher education as indicated. He/she shall conduct a public relations program which is conducive to the Guild's purposes, including the issuing of press releases, the culling of good relations with media persons and organizations, and with other parties interested in higher education.
- 1.11 The AT-LARGE VICE-PRESIDENTS shall coordinate membership recruitment efforts and maintain contact with bargaining unit members whose primary assignment is other than a chapter site.
- 1.12 The MEMBERSHIP VICE-PRESIDENTS shall assist each of the Chapter Vice-Presidents in organizing a representatives' structure and ensuring that this structure is employed to increase the membership of the Guild. The Membership Vice-Presidents shall be responsible for organizing and overseeing membership drives throughout the bargaining unit. The Membership Vice-Presidents shall also oversee the maintenance of an accurate Guild membership list, and make regular reports to the Executive Council regarding the status of membership.

## **ARTICLE II - MEETINGS**

- 2.1 The Executive Council shall meet monthly, unless rescheduled by a majority vote of the Executive Council. The President may call special sessions of the Executive Council.
- 2.2 General membership meetings shall be held monthly during the fall and spring semesters. The President and/or the Executive Council may call a special meeting of the general membership after due notice to the membership. General membership meetings shall be open to all faculty and staff.
- 2.3 Upon petition of a least ten percent (10%) of the membership, the President shall call a special meeting of the general membership for the purposes declared in the petition after due notice has been given.

- 2.4 For the purposes of this Article, the term, “due notice,” shall mean information which has been distributed to all Guild members via the district mail system or the U.S. Mail.

### **ARTICLE III - QUORUM**

- 3.1 A quorum of the Executive Council shall consist of no less than fifty percent (50%) of the members of the Council.
- 3.2 A quorum of a meeting of the general membership shall consist of no less than ten percent (10%) of the total number of members as of January 10 of each year, including Executive Council officers. Absent a general membership quorum, Guild business may be conducted by the Executive Council in open session.

### **ARTICLE IV - DUES**

- 4.1 The monthly dues rate of the Guild for regular membership for all members shall be determined by a 2/3 vote of the Executive Council subject to ratification by a 2/3 vote at a general membership meeting, providing due notice has been sent to all Guild members in good standing.
- 4.2 No Guild member shall pay yearly dues in excess of the current dues rate percentage as determined in 4.1 above applied to the highest yearly (on a ten month basis) salary step of the college faculty salary schedule A, determined as of July 1, during any one calendar year.
- 4.3 Three dollars (\$3.00) per each contract faculty, and two dollars (\$2.00) per each adjunct faculty or classified staff member’s monthly dues shall be placed in the Guild’s COPE fund. Members not wanting this portion of their dues placed in the COPE fund may so designate by sending a written statement so stating to the Guild’s Treasurer with no reduction in total dues owed. The Executive Council, by a 2/3 vote, may temporarily suspend the provisions of this section if fiscal conditions warrant.
- 4.4 COPE monies shall only be used for non-partisan voter registration drives, San Diego Community College Board of Trustee elections, state ballot propositions, or to assist in the organizing activities of the California Federation of Teachers, American Federation of Teachers, the San Diego-Imperial Counties Labor Council, or the Labor Party. COPE monies may also be used for other political causes, candidates, or endeavors which are in consonant with the mission of the Guild subject to a 2/3 vote at a general membership meeting, providing due notice has been provided to all Guild members in good standing.
- 4.5 Dues shall increase in an amount equal to the amount of the increase in per capita payments imposed by the American Federation of Teachers at any National Convention, and/or by the California Federation of Teachers at any State Convention.

### **ARTICLE V - MEMBERSHIP IN GOOD STANDING**

- 5.1 Membership in good standing in the Guild is obtained and maintained by faculty or staff

who meet the requirements of Article V of the Guild Constitution, and whose dues are not delinquent, unless the fault be not the member's.

## **ARTICLE VI - APPOINTED REPRESENTATIVES AND CHAIRPERSONS OF SPECIAL COMMITTEES**

- 6.1 The President shall be empowered to appoint special representatives, create special committees, and name chairpersons of special committees, subject to the approval of the Executive Council.
- 6.2 The President shall be empowered to remove special representatives and chairpersons of special committees and to dissolve special committees, subject to the approval of the Executive Council.
- 6.3 Delegates to the San Diego/Imperial Counties Labor Council shall be considered special representatives and their appointment shall be governed by Article VI of these Bylaws.

## **ARTICLE VII - ELECTIONS**

- 7.1 The Executive Council shall appoint a Nominations and Elections Committee and designate its Chairperson. No member of the Nominations and Elections Committee shall be a candidate for office, nor a current officer of the Executive Council. This committee shall consist of no less than three (3) and no more than seven (7) members, and it shall be the responsibility of this committee to prepare a written ballot of nominees for all elective offices, said ballot to be submitted to the general membership as specified in article 7.5 of the By-Laws. The Executive Council may, by majority vote, designate an outside agency, such as the California Mediation and Conciliation Service, to assist the Nominations and Elections Committee.
- 7.2 An official copy of the Guild's membership list which will be used during the election shall be made available to any candidate who requests. Home address mailing labels of all members shall be made available to any candidate who requests. The requesting candidate will be billed by the Guild for the cost of these labels. Requests for mailing labels must be submitted ten (10) working days prior to the requested date of delivery of the labels.
- 7.3 The Guild shall formally request to the District, prior to the first day of the spring semester of each election year, that all faculty and staff be given access to the District mailboxes for Guild election purposes.
- 7.4 It shall be the responsibility of the Nominations and Elections Committee to prepare, print, mail, receive, and count ballots. The committee shall report the results of the election to the Executive Council and to the general membership, and shall retain the ballots for examination by any Guild member for a period of no less than ninety (90) days, said period beginning with the day following the official calendar deadline for receipt of said ballots.
- 7.5 The Nominations and Elections Committee shall send to all Guild members in good standing, via U.S. Mail, notification of the nominations and elections procedures thirty (30) days prior to the date of mailing of the election ballots. Nominations will close seven (7) days prior to the date of mailing of the election ballots. Secret ballots shall be

mailed by U. S. Mail to all Guild members in good standing seven (7) days following the close of nominations.

- 7.6 Ballots must be returned postmarked no later than ten (10) days after the date of mailing of the ballots. Ballots must be counted within a period of no more than fifteen (15) days after the date of mailing of the ballots, said period to commence the day following the mailing of the ballots.
- 7.7 All ballots shall become the permanent property of the Guild in the custody of the Secretary.
- 7.8 Candidates for Chapter Vice-Presidents must possess the largest percentage of her/his assignment at the chapter site where he/she seeks office. Candidates for At-large Vice-President must possess the largest percentage of her/his assignment at a non-chapter site.
- 7.9 Candidates for President must be Guild members in good standing throughout the two (2) year period preceding the date of the election.
- 7.10 Candidates for all other elective offices must be Guild members in good standing throughout the one (1) year period preceding the date of the election, unless the Guild has been the exclusive representative for less than one year for the bargaining unit from which members declare their candidacy. Any regular Guild member in good standing is eligible for delegate status.
- 7.11 Nominations for delegates to the annual conventions of the American Federation of Teachers, California Federation of Teachers, California Federation of Labor, California Federation of Labor's COPE, and for such other delegates or representatives shall be by written petition of exactly ten (10) Guild members in good standing. Notice of election will be made to the general membership via District or U.S. mail at least fifteen (15) days prior to the date of election. Election of said delegates shall be by secret ballot. Elected officers of the Guild may serve as delegates without participating in the election procedure specified in this sub-article.
- 7.12 In those cases where a single delegate is to be elected, a simple majority of those voting is needed to elect. In cases of a tie, provision shall be made for a run-off election. In those cases where more than one (1) delegate or representative is to be elected, those nominees receiving the greatest plurality of votes shall be declared the regular delegates until all such positions have been filled. Alternate delegates shall be elected in descending order according to the number of total votes each member has received.

## **ARTICLE VIII - INSTALLATION OF OFFICERS**

- 8.1 It shall be the responsibility of the Chairperson of the Elections Committee to arrange and schedule an installation of elective officers ceremony no later than thirty (30) days following the conclusion of the election of all officers. The Chairperson or designee shall administer the oath of office for all officers, said oath to be taken by each prior to exercising the prerogatives of office.

## **ARTICLE IX - CHAPTERS**

- 9.1 The chapters shall be considered the basic unit of organization of the Guild.

- 9.2 A chapter shall be established at a particular site whenever the total number of bargaining unit members who hold an active assignment at that site exceeds ten percent (10%) of the total number of employees in the bargaining unit.
- 9.3 The jurisdiction of the chapters shall be limited to those matters that are indigenous to their college or site respectively. Matters which have general application to the colleges/sites collectively shall be solely within the jurisdiction of the Guild, its President, Executive Council, and general membership.
- 9.4 The chief executive officers of each chapter shall be the Chapter Vice-President(s).
- 9.5 It shall be the responsibility of the Executive Council to refine and elaborate upon the structure, function, jurisdiction, and other aspects of the chapter, and to report same to the general membership for their consideration and approval.

#### **ARTICLE X - DEPARTMENTAL/BUILDING LIAISONS**

- 10.1 The Executive Council shall establish at each chapter a departmental and/or building Liaison structure for the purpose of advice and dissemination of information.
- 10.2 Liaisons shall be Guild members in good standing per Article V of the Guild Constitution, selected by the Guild members in each department and/or building on a basis determined by such members in each department. Terms of service by liaisons are subject to the discretion of Guild members in each department and/or building. In departments and/or buildings where no Guild member is able to serve in the role of Liaison, non-members may serve as the departmental and/or building liaison.
- 10.3 The duties of each department and/or building liaison shall be to represent the department's and/or building's position regarding Guild policy during general membership meetings, and to disseminate information regarding Guild policies and activities in a timely manner to all department and/or building members.

#### **ARTICLE XI - SENATE CONSULTATION COMMITTEE**

- 11.1 The Executive Council shall establish and maintain a sub-committee of the Executive Council to consult with the Classified and Faculty Senate Presidents and/or their appointees.
- 11.2 The purpose of this consultation committee shall be to maintain regular communication between the Senates and the Guild's Executive Council.

#### **ARTICLE XII - BUDGET & FINANCE**

- 12.1 An annual budget shall be prepared by the Executive Council at the beginning of each fiscal year and approved at a general membership meeting.
- 12.2 Expenditures outside of those authorized by the budget must be approved at a general membership meeting.

- 12.3 A monthly revenue and expense report shall be presented for approval at each regularly scheduled general membership meeting.
- 12.4 An independent professional CPA firm shall be hired each year to conduct an audit or review of the Guild's financial statements. The auditor's report shall include comparative financial statements and will be presented for approval at the regularly scheduled general membership meeting following receipt of said report.

#### **ARTICLE XIV - REFERENDUM AND RECALL**

- 14.1 A mail ballot for referendum or recall shall be conducted, under the supervision of the Executive Council, within two (2) weeks from receipt of a signed petition containing no less than fifteen (15) names of members in good standing, or a number of names no less than thirty percent (30%) of the total membership, whichever is the larger figure. If approved by a majority of votes cast, the referendum shall then become policy of the Guild. Recall shall require a two-thirds (2/3) majority of votes cast except in those cases where the total number of votes cast is less than one-third (1/3) of the membership as of January 10 of the current academic year, in which case recall shall require seventy-five percent (75%) of votes cast.
- 14.2 If an officer of the Executive Council misses three consecutive regularly scheduled meetings of the Council, he/she may be removed by a two-thirds vote of all officers of the Executive Council. The President may appoint a replacement subject to ratification by a vote of a majority of the members of the Executive Council.

#### **ARTICLE XV - COLLECTIVE BARGAINING AGREEMENT RATIFICATION**

- 15.1 Following a majority vote of the negotiating team unit members to whom the agreement pertains, tentative ratification of any changes in the collective bargaining agreement shall be made by the President of the Guild. Subsequent permanent ratification shall be by majority vote of the Executive Council, followed by a majority vote of all unit members to whom the agreement pertains who vote by secret ballot at specially held ratification meetings. Secret ballot ratification shall take place no sooner than fifteen (15) days following the availability of the new Agreement for inspection by all affected unit members and must take place during the regular academic year, exclusive of final examination periods and flex days.

#### **ARTICLE XVI - GRIEVANCE ARBITRATION**

- 16.1 The Executive Council, after considering recommendations from the Guild's attorney, shall decide by a majority vote at a regularly scheduled meeting whether or not to request grievance arbitration. The Guild may designate the President, in conjunction with the Conciliator/Grievance Chair, to call a special Executive Council session to make that decision should circumstances warrant (i.e.; during the summer months).

#### **ARTICLE XVII - COMMITTEE ON POLITICAL EDUCATION (COPE)**

- 17.1 The Guild's political action committee shall be known as the AFT Guild, San Diego Community Colleges Committee on Political Education (COPE).
- 17.2 The COPE Executive Council shall consist of a COPE Treasurer and COPE Secretary, each appointed by the President as per Article VI of the By-Laws, in addition to all regular Executive Council officers.
- 17.3 COPE meetings shall be held as needed at regularly scheduled general membership meetings.
- 17.4 Any expenditure of COPE funds must be approved by a two-thirds (2/3) vote at a general membership meeting, providing due notice has been provided to all Guild members in good standing.
- 17.5 COPE monies shall be used for non-partisan voter registration drives, San Diego Community College Board of Trustee elections, state ballot propositions, to assist in the organizing activities of the California Federation of Teachers, American Federation of Teachers, the San Diego-Imperial Counties Labor Council, or the Labor Party. COPE monies may also be used for other political causes, candidates, or endeavors which are in consonance with the mission of the Guild subject to a 2/3 vote at a general membership meeting, providing due notice has been provided to all Guild members in good standing.
- 17.6 A current COPE revenue and expense report shall be presented for approval at each COPE meeting.