

BY-LAWS OF THE
AFT GUILD, LOCAL 1931
Amended May, 2016

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 The POLITICAL ACTION VICE-PRESIDENTS shall have three 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.
 - (3) To build and maintain alliances with progressive groups both inside and outside the labor movement in the service of social justice and solidarity with the larger

local, national, and international communities.

- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 The COMMUNICATIONS VICE-PRESIDENTS shall supervise the publication of all printed materials to be distributed by the Guild for informational purposes.
- 1.8 The GRIEVANCE CHAIRPERSON shall coordinate the grievances of individual unit members who allege violations of the collective bargaining agreement. The 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 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.
- 1.9 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.
- 1.10 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.
- 1.11 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 a minimum of four times per semester during the academic year. The President may call special sessions of the Executive Council.
- 2.2 General membership meetings shall be held a minimum of four times per semester during the academic year. 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 members in good standing as defined in Article V of the Constitution, and invited guests approved by the President or a majority vote of the Executive Council.

- 2.3 Upon petition of at least ten percent (10%) of regular members in good standing, 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 these By-Laws, the term, "due notice," shall mean information which has been distributed to all Guild members via the Guild's customary District hard copy mail or email distribution 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 seventy-five (75) regular members in good standing, including Executive Council officers.
- 3.3 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 Five dollars (\$5.00) of each unit member's monthly dues shall be placed in the Guild's COPE fund. Unit 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 COPE transfer provisions of this section if fiscal conditions warrant.
- 4.3 COPE monies may be used for political causes, candidates, or endeavors which are 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 regular Guild members in good standing.
- 4.4 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) regular or retiree members in good standing, 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 eligible voting 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.
- 7.5 The Nominations and Elections Committee shall send to all regular 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 regular 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 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. All ballots shall then become the permanent property of the Guild in the custody of the Secretary.
- 7.8 Candidates for President must be regular Guild members in good standing throughout the two (2) year period preceding the date of the election. Candidates for President may not run for any other elected office.
- 7.9 Candidates for all other elective offices must be regular 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 candidate can only run for one elected office.
- 7.10 Any regular Guild member in good standing is eligible for delegate status. 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) regular 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 nominate themselves and serve as delegates without the need for a nominating petition as specified above or participating in the election procedure specified in this sub-article.
- 7.11 In those cases where a single delegate is to be elected, a simple majority of those voting is needed to elect. 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. In cases of a tie, the tie shall be broken by lot.

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 July 1st 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 as specified in Article 6.2 of the Constitution.
- 9.3 The jurisdiction of the chapters shall be limited to those matters that are germane 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 regular 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.
- 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.
- 12.5 Executive Council officers shall be eligible for travel expense reimbursement for lodging, transportation, and reasonable per-diem expenses as approved by the Guild President and Treasurer for their attendance at events sponsored by the Guild or its affiliates.

ARTICLE XIII – GUILD POLICIES

- 13.1 The Guild's Executive Council shall develop the following policies and procedures:
 - (1) Conflict of Interest;
 - (2) Grievance;
 - (3) Whistleblower;
 - (4) Internal Union Discipline;
 - (5) Employee Complaint Reporting;
 - (6) Other policies as deemed necessary by the Executive Council.

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 regular members in good standing, or a number of names no less than thirty percent (30%) of the total regular membership, whichever is the larger figure. In the case of a recall, the thirty percent (30%) requirement shall be taken to mean 30% of those regular members eligible to vote for that particular official as of the most recent academic year pay period. 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 regular 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 AND ECONOMIC SETTLEMENT RATIFICATIONS

- 15.1 Following a majority vote of the negotiating team unit members to whom the proposed successor 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 to whom the proposed successor Agreement pertains, followed by a majority vote of all regular Guild members in good standing to whom the Agreement pertains who vote by secret ballot. 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.
- 15.2 Following a majority vote of the negotiating team unit members to whom the economic settlement pertains, tentative ratification of any economic settlement shall be made by the President of the Guild or her/his designee. Subsequent permanent ratification shall be by majority vote of the Executive Council to whom the settlement pertains, followed by a majority vote of all regular Guild members to whom the agreement pertains who vote by secret ballot. Secret ballot ratification shall take place no sooner than one calendar week following the availability of the new settlement for inspection by all affected unit members.

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 (or special meeting called for this purpose) whether or not to proceed with a grievance arbitration.

ARTICLE XVII - COMMITTEE ON POLITICAL EDUCATION (COPE)

- 17.1 The Guild's political action committee shall be known as the AFT Guild, Local 1931 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 regular Guild members in good standing.
- 17.5 COPE monies may be used for political causes, candidates, or endeavors which are 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 regular Guild members in good standing.

17.6 A current COPE revenue and expense report shall be presented for approval at each COPE meeting.