

**CONSTITUTION OF THE**  
**AFT GUILD, LOCAL 1931**  
*Amended May, 2016*

**ARTICLE I - NAME**

1.1 The name of this organization shall be: American Federation of Teachers Guild, Local 1931.

**ARTICLE II - JURISDICTION**

2.1 This organization, hereinafter called the "Guild," shall exercise jurisdiction for the American Federation of Teachers on all campuses and within all facilities on behalf of all faculty and staff for which the Guild is the exclusive representative.

**ARTICLE III - PURPOSES**

3.1 Generally, the Guild seeks to promote excellence in education for students and excellence in academic and professional working conditions for faculty and staff.

3.2 Specifically, the Guild endeavors to:

- (1) Establish and maintain a collegiate environment within which students can aspire to and achieve the highest intellectual, vocational and social aims; and
- (2) Provide students with the specialized information and technical skills needed to succeed.

3.3 The assumptions of the Guild's membership which underlie its commitment to these high standards include the following:

- (1) Faculty and staff are professionals, and their professional judgment, individually and collectively, about matters academic and professional matters, is therefore to be accorded the greatest regard;
- (2) Faculty and staff must be assured a level of compensation commensurate with their academic and professional accomplishments;
- (3) Faculty must not be subject to any restriction of their academic freedom;
- (4) Students must have the widest possible access to educational and career advancement opportunities and related support services;
- (5) A recognition that faculty and staff working conditions are affected by the social, economic, and environmental conditions of students and that providing the best educational opportunities for students also requires addressing these other factors that impact student success.

## **ARTICLE IV - AFFILIATIONS**

4.1 The Guild shall affiliate with the American Federation of Teachers and the California Federation of Teachers. It shall also affiliate with the San Diego/Imperial Counties Labor Council, San Diego/Imperial Counties Labor Council's Committee of Political Education, "COPE," and the California Federation of Labor and its COPE. The Guild may also affiliate with other San Diego County AFT locals according to agreements determined by participating locals and may have working arrangements with other organizations whose goals are deemed by the Guild Executive Council to be consonant with those in the present Constitution, subject to conditions mentioned in the By-Laws of the Guild.

## **ARTICLE V - MEMBERSHIP**

5.1 Membership in the Guild is of three kinds:

- (1) Regular Membership In Good Standing: shall be open to all employees who have completed a Guild membership application, who have held an active assignment at any time during the previous twelve (12) months in one of the bargaining units for which the Guild is the exclusive representative, and whose dues are paid in full according to the dues provisions set forth in the By-Laws. Members who have left the Guild's bargaining unit for reasons of promotion, resignation, retirement, or termination shall lose these membership rights as of the date of separation from that bargaining unit.
- (2) Associate Membership: shall consist of workers who, upon approval by the Guild's Executive Council, support the goals and principles of the Guild. Monthly dues must be paid in full at the current minimum dues rate in place for Guild members in good standing. Associate Members shall have access to those national benefits available to Guild members in good standing, and shall be allowed to attend and have voice but not vote in Guild membership meetings, but shall have no other rights and privileges of Guild membership.
- (3) Retiree Membership: shall consist of all retirees who retired from active status (no current bargaining unit assignment) as a regular Guild member in good standing, who are current dues paying members in good standing of the Guild's Retiree Chapter, 1931R, and have been approved by the Guild's Executive Council. Retirees shall not vote on official Guild business, nor hold any Guild office, but shall maintain all other benefits of membership.

## **ARTICLE VI - OFFICERS**

6.1 Elected Officers of the Guild shall be as follows:

President  
Secretary  
Treasurer  
Chapter Vice-Presidents  
Political Action Vice-Presidents  
At-Large Vice-Presidents  
Communications Vice-Presidents  
Membership Vice-Presidents

Public Relations Vice-Presidents  
Grievance Chair

All candidates for elected office must be regular Guild members in good standing.

The President, Secretary, and Treasurer shall be elected at-large from among all regular Guild members in good standing.

6.2 For SDCCD Faculty, officers are elected as follows:

- a) Two (2) Chapter Vice-Presidents, one (1) a tenured/tenure-track faculty member and one (1) an adjunct faculty member, from each of the three colleges, and from each of the five continuing education centers. Each of these officers, and eligible voters for these offices, shall hold an active assignment during the semester of the election at the SDCCD college/center and in the same type of assignment (tenured/tenure-track vs. adjunct) from which elected.
- b) College Faculty shall also elect one (1) Communications Vice-President, one (1) Public Relations Vice-President, three (3) Membership Vice-Presidents, and three (3) Political Action Vice-Presidents from among all college faculty. Each of these officers, and eligible voters for these offices, shall hold an active assignment during the semester of the election at any college within the SDCCD.
- c) College Faculty shall also elect one (1) Political Action Vice-President from among all college adjunct faculty. This office, and eligible voters for this office, shall hold an active assignment during the semester of the election in an adjunct capacity at any colleges within the SDCCD.

For SDCCD Contract Classified Staff, officers are elected as follows:

- a) One (1) Chapter Vice-President from each of the three colleges, one (1) Chapter Vice-President from the District office (includes DSC), and one (1) Chapter Vice-President representing all of the continuing education centers. Each of these officers, and eligible voters for these offices, shall hold an active assignment during the semester of the election at the SDCCD college/center from which elected.
- b) Contract Classified Staff shall also elect one (1) Communications Vice-President, one (1) Public Relations Vice-President, four (4) Membership Vice-Presidents, and four (4) Political Action Vice-Presidents from among all classified staff.
- c) Contract Classified Staff shall also elect one (1) Political Action Vice-President and one (1) Membership Vice-President from among all Maintenance & Operations contract staff.
- d) Contract Classified Staff shall also elect one (1) Political Action Vice-President and one (1) Membership Vice-President from among all Food Service contract staff.

For SDCCD Hourly (Non-Academic, Non-Classified) Staff, officers are elected as follows:

- a) One (1) Chapter Vice-President from each of the three colleges, one (1) Chapter Vice-President representing all of the continuing education centers, and one (1) Chapter Vice-President from the District office. Each of these officers, and eligible voters for these offices, shall hold an active assignment during the semester of the election at the SDCCD college/center from which elected.

For GCCCD Faculty, officers are elected as follows:

- a) Four (4) Chapter Vice-Presidents, two (2) a tenured/tenure-track faculty member and two (2) an adjunct faculty member, from each of the two colleges. Each of these officers, and eligible voters for these offices, shall hold an active assignment during the semester of the election at the GCCCD college and in the same type of assignment (tenured/tenure-track vs. adjunct) from which elected.
- b) GCCCD Faculty shall also elect one (1) Communications Vice-President, one (1) Public Relations Vice-President, three (3) Membership Vice-Presidents, and three (3) Political Action Vice-Presidents from among all GCCCD college faculty. Each of these officers, and eligible voters for these offices,

shall hold an active assignment during the semester of the election at some combination of colleges within the GCCCD.

6.3 Appointive Officers of the Guild shall be as follows:

(1) Any of the offices listed in section 6.1 above, for which the total number of ballots cast for that office is less than five percent (5.0%) of the total number of eligible votes to be cast for that office, or for which no candidate ran for election.

(2) A reasonable number of regular members in good standing from a newly organized bargaining unit.

The Guild President shall appoint from among the regular members in good standing, and the elected officers confirm by majority vote, these appointive officers.

## **ARTICLE VII - EXECUTIVE COUNCIL**

7.1 The elected and appointive officers defined above in Article VI shall constitute the Executive Council of the Guild. The Executive Council shall be responsible for the execution of Guild policy. The Executive Council may suggest and formulate Guild policy, subject to confirmation of the membership at a general membership meeting. All Guild business, except those items with legal, confidential negotiation, or personnel implications, may only be conducted during a general membership meeting.

7.2 The Executive Council shall have discretion to interview for and hire, provision having been duly made in the annual budget of the Guild for same, appropriate staff. The responsibilities of these staff members shall be stipulated by the President, subject to approval by the Executive Council. The staff members shall be accountable to the Guild President. Staff members will not be considered to be nor be eligible to serve as an officer of the Executive Council.

## **ARTICLE VIII - ELECTIONS**

8.1 Effective July 1, 2017, the term of office shall be four (4) years for all officers, commencing July 1<sup>st</sup>, and terminating June 30<sup>th</sup> four years hence. Elected officers shall be elected by a secret ballot election as set forth in the By-Laws of the Guild, with the exception of the Grievance Chair as stipulated in section 8.4 below. Nominations for each office, with the exception of the office of President, shall be made upon written petition of exactly ten (10) regular members in good standing. Nominations for President shall be made upon written petition of a number of regular members in good standing equal to ten percent (10%) of the total Guild membership, or one hundred (100) regular members in good standing, whichever is less.

8.2 Notification of election of officers shall be mailed during the month of March in election years.

8.3 Newly elected officers shall be installed no later than July 1<sup>st</sup> following the conclusion of the election of all officers in the manner prescribed by the By-Laws of the Guild.

8.4 Every regular Guild member in good standing during the February payroll period of the election year shall be eligible to vote in the election for officers. All eligible Guild members shall vote for the Secretary, Treasurer, and President. Vice-Presidents shall be elected as delineated in 6.2 above. Voting

shall be a secret ballot election via United States mail. Candidates for Grievance Chair shall be elected by the Executive Council of the Guild, upon recommendation of the President of the Guild.

- 8.5 A majority of votes cast shall be necessary to elect. Where no majority exists, the two (2) persons with the largest number of votes will contest in a run-off election following the rules listed in 8.4 above.

## **ARTICLE IX - VACANCIES**

- 9.1 Vacancies in office shall be filled by appointment by the President from among the regular members in good standing subject to ratification by a majority vote of the Executive Council.
- 9.2 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.

## **ARTICLE X - AMENDMENTS**

- 10.1 Amendments to this Constitution and/or its By-Laws may be proposed for ratification by the membership at any regular meeting of the general membership or at a special meeting of the general membership called for that purpose provided the requirements for a quorum are met as delineated in Article 3.2 of the By-Laws, or by the Executive Council. Amendments may also be proposed upon written petition of a number of Guild members in good standing equal to five percent (5%) of the membership of the Guild as of the most recent academic year pay period.
- 10.2 Ratification shall be a secret ballot election of all Guild members in good standing as of the most recent pay period. A majority of votes cast shall be sufficient to ratify.
- 10.3 All ratification votes for amendments to the Constitution and/or its By-Laws shall take place during the regular term fall or spring semesters and shall allow for no less than fourteen (14) calendar days for members to cast their votes.

## **ARTICLE XI - BY-LAWS**

- 11.1 All matters not covered in this Constitution and those matters requiring further interpretation or elaboration shall be referred to the By-Laws.
- 11.2 Proposals for additions and amendments to, and deletions from, the By-Laws shall be made according to the rules pertaining to amendments of the Constitution itself.

## **ARTICLE XII - PARLIAMENTARY PROCEDURE**

- 12.1 Unless otherwise specified in the By-Laws, Robert's Rules of Order shall apply at all Guild meetings.
- 12.2 "Days" for the purposes of both the Constitution and By-Laws shall mean a day which is an instructional day as designated on the approved academic calendar in both the San Diego and Grossmont-Cuyamaca Community College Districts.