

BYLAWS

of

**AFT Part-Time Faculty United,
Local 6286,
AFL-CIO**

at

Victor Valley College

**As amended
January 24, 2006**



Article 1: Membership

- 1.1 A member in good standing is one who has submitted an application for membership on a form provided by the Local and who has authorized Victor Valley College to deduct the appropriate Local dues from his/her paycheck or who has remitted the appropriate membership dues directly to the Local and who has no outstanding grievances between the member and the Local and is not in default of any other membership obligations.
- 1.2 A member may be expelled from the Organization upon the bringing of written and signed charges by two or more members, who shall present such charges and documentation to the Executive Board. The Executive Board shall provide the member, against whom charges have been brought, a copy of the charges within a reasonable period of time after receipt of same. A majority vote of the Executive Board Members present and voting shall cause an expulsion hearing to be held at which the accused member shall have the right to examine and question the charges and be represented by a person of his/her choice. At the conclusion of the hearing a three-fourths vote of the Executive Board members, present and voting, shall be required to sustain expulsion.
- 1.3 A member who has been expelled by the Executive Board may appeal in writing to the membership by requesting a vote at the next Annual Meeting or election. The member may appear at said meeting and present a written or oral argument against the expulsion order. The Local President or a designate may present argument in favor of affirming the expulsion. No additional witnesses or evidence shall be presented at the membership meeting or election and a transcript of the hearing held before the Executive Board shall be made available at the meeting or election. A simple majority of the members present and voting shall be sufficient to over-rule the decision of the Executive Board to expel.
- 1.4 A member shall automatically be dropped from the rolls of the organization upon being two (2) months in arrears in the payment of his/her dues; except,
 - 1.4.1 A member who teaches during the fall semester, or any portion thereof, and who pays dues during such semester or part thereof, and who does not teach during the winter intercession shall not be required to pay dues during the winter intercession.
 - 1.4.2 A member who teaches during the spring semester, or any portion thereof, and pay dues during such semester or portion thereof, and who does not teach during the summer semesters or any portion thereof, shall not be required to pay dues during the summer semesters.

Article 2: Election of Officers

- 2.1 Every two (2) years the Organization shall elect the following officers: 1) President, 2) First Vice-President, 3) Second Vice-President, 4) Secretary, and 5) Treasurer.
- 2.2 The President, with the advice and consent of the Executive Board, shall appoint a Nominations Committee, which shall be responsible for reviewing the qualifications and activities of members and formulating a slate of candidates for office. The list of nominees shall then be forwarded to the Elections Committee.

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- 2.3 The Elections Committee shall conduct all general and special elections of the Organization.
- 2.4 Forty-five (45) days prior to the date of the election the Elections Committee shall notify all members of the opening of nominations for any elected office as well as the candidates proposed by the Nominations Committee.
- 2.5 Sections 2, 3, and 4 of this article shall not apply to the 2005 election. The Executive Board shall provide for the selection of candidates and the execution of the election consistent with applicable laws.
- 2.6 At the 2005 election, candidates shall draw random lots to determine which offices will be elected for a one (1) year term and which will be elected for a two (2) year term of office.
- 2.7 The Elections Committee shall prepare and send ballots in such manner as to insure the secrecy of the ballot no later than fifteen (15) days following the close of nominations.
- 2.8 A plurality of the ballots cast shall determine election.
- 2.9 Successful candidates shall assume office within thirty (30) days of the conclusion of the election.
- 2.10 A petition signed by thirty percent (30%) of the membership in good standing, and stating specific grounds, shall be sufficient to require the Elections Committee to conduct a re-call election of any officer specified in the petition. The election shall be held within forty-five (45) days of the meeting at which the petition is certified by the Executive Board as being in good and proper form and containing the requisite number of members in good standing. The officer shall be recalled on the vote of two-thirds of the members of the Local voting at any regular or special meeting. Any vacant office shall be filled as provided in Section 6 of the Local's Constitution.

Article 3: Duties of Officers

- 3.1 The **President** shall:
 - 3.1.1 be the presiding officer at all meetings of the membership and the Executive Board;
 - 3.1.2 be an ex-officio member of all standing committees, except the Elections Committee;
 - 3.1.3 appoint, with the approval of the Executive Board, the chairs of all standing and special committees, except the Elections Committee;
 - 3.1.4 be responsible for the ongoing administration of the Organization;
 - 3.1.5 receive, report, and respond to correspondence of the Organization;
 - 3.1.6 supervise all employees of the Organization;
 - 3.1.7 be one of the responsible financial officers of the Organization and shall be authorized to sign financial instruments and make regular and usual disbursements of funds;

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- 3.1.8 represent the Organization before bodies of the employer, executive, and legislative officials;
 - 3.1.9 represent the Organization before the public, community organizations, and the news media;
 - 3.1.10 be, by office, a delegate to the Central Labor Council;
 - 3.1.11 be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies;
 - 3.1.12 make an annual report to the membership of the Organization;
 - 3.1.13 be able to delegate the responsibilities of the office, except where otherwise specified by the constitution.
- 3.2 **The First Vice-President** shall:
- 3.2.1 assume the duties of the President in the event of her/his absence, illness, or death;
 - 3.2.2 oversee and assist the Nominations Committee in their duties;
 - 3.2.3 oversee the work of and receive regular reports from the Membership and Leadership Development Committees;
 - 3.2.4 perform other duties as delegated by the President or assigned by the Executive Board;
 - 3.2.5 be authorized to sign financial instruments in the absence of the President or Treasurer.
- 3.3 **The Second Vice-President** shall:
- 3.3.1 oversee the work of and receive reports from the Contract Development and Grievance Committees;
 - 3.3.2 perform other duties as delegated by the President or assigned by the Executive Board;
 - 3.3.3 oversee the work of and receive reports from the Publications and Public Relations Committee.
- 3.4 **The Secretary** shall:
- 3.4.1 maintain the non-financial files and records of the Organization;
 - 3.4.2 be the custodian of the seal and charter of the Organization;
 - 3.4.3 record and keep accurate minutes of meetings of the membership and the Executive Board;
 - 3.4.4 assist the President in handling the correspondence of the Organization;
 - 3.4.5 oversee the work of and receive and certify the reports of the Elections Committee;
 - 3.4.6 perform other duties as delegated by the President or assigned by the Executive Board;

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- 3.4.7 perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
- 3.5 The **Treasurer** shall:
 - 3.5.1 receive, record, and deposit all dues monies and other income in the name of the Organization;
 - 3.5.2 maintain accurate membership records;
 - 3.5.3 issue membership cards and notices of delinquency;
 - 3.5.4 be one of the responsible financial officers of the Organization and be authorized to sign financial instruments and make regular and usual disbursements of funds;
 - 3.5.5 maintain all financial records of the Organization;
 - 3.5.6 arrange for an independent audit of the finances of the Organization annually and make available same to the Executive Board and membership;
 - 3.5.7 transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the Organization is affiliated;
 - 3.5.8 oversee the work of and receive reports from the Finance Committee;
 - 3.5.9 perform other duties as delegated by the President or assigned by the Executive Board;
 - 3.5.10 perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
- 3.6 All officers elected by the general membership of the Organization shall serve as members of the Executive Board.

Article 4: Executive Board

- 4.1 The Executive Board shall:
 - 4.1.1 meet monthly or at the call of the President or at the call of three (3) or more of its members for the purpose of initiating, overseeing, or revising the program of the Organization and to conduct other business of the Organization that is within its authority;
 - 4.1.2 prepare and present for approval to the membership an annual budget in the month prior to the beginning of the fiscal year. The fiscal year shall begin in September of each year;
 - 4.1.3 employ all professional, technical, clerical, and support staff of the Organization;
 - 4.1.4 establish the salary, benefits, and expense guidelines of any general officer who is employed by the Organization; except that no such person shall suffer loss of economic status as a result of such action;
 - 4.1.5 make contracts and incur liabilities including, 1) the purchase of services, equipment, and real property, 2) borrowing money, 3) securing such obligations

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by mortgage or other instrument, and 4) engaging in financial transactions to the extent permitted by applicable law or statute;

- 4.1.6 approve the chairperson and membership of all standing and special committees of the Organization and receive regular reports from such committees;
- 4.1.7 adhere to and enforce the Constitution and Bylaws of the Organization;
- 4.1.8 issue regular reports, including an annual report, to the membership.

Article 5: Committees

- 5.1 The standing committees of the Organization shall be: 1) Benefits, 2) Contract Development, 3) Elections, 4) Finance, 5) Grievance, 6) Leadership Development, 7) Legislation, 8) Membership, 9) Political Education, 10) Professional Development, 11) Publications, 12) Public Relations, and 13) Social.
- 5.2 The Executive Board, on its own initiative or at the direction of the President, may establish special committees.
- 5.3 The Chair and the four members of the Elections Committee shall be elected every two (2) years by the Executive Board.
- 5.4 Should a member of the Elections Committee seek general office, he/she shall resign from the Elections Committee and be replaced promptly by the Executive Board.
- 5.5 Upon appointment by the President and approval by the Executive Board, committee chairs shall have one (1) month to select committee members and present their names to the Executive Board for approval.
- 5.6 Within one (1) month of formation, each committee shall present its annual program of action to the Executive Board.
- 5.7 Committee responsibilities are as follows:
 - 5.7.1 The **Benefits Committee** shall be responsible for identifying, implementing, and administering programs of insurance, purchase, travel, and welfare that are of advantage to the membership.
 - 5.7.2 The **Contract Development Committee** shall conduct research, surveys, hearings, and other activities that will assist the Organization in its collective bargaining or similar programs.
 - 5.7.3 The **Elections Committee** shall conduct and supervise all elections and referenda of the Organization.
 - 5.7.4 The **Finance Committee** shall assist the Executive Board in the preparation of the annual budget and, with the approval of the Executive Board, identify and pursue activities that generate revenues for the good and welfare of the Organization.
 - 5.7.5 The **Grievance Committee** shall 1) work with the Executive Board in the resolution of contractual and non-contractual disputes in the workplace, 2) maintain records of grievances and their disposition, 3) be responsible for the processing of grievances and disputes beyond the immediate work location, and

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- 4) make decisions regarding disputes to be taken to arbitration or civil remedy. The grievant may appeal these last decisions to the Executive Board.
- 5.7.6 The **Leadership Development Committee** shall identify the training needs of the Organization's officers, stewards, committee members, and staff and develop or locate the resources needed to meet those needs.
- 5.7.7 The **Legislation Committee** shall be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations.
- 5.7.8 The **Membership Committee** shall assist the Executive Board in developing programs and activities that will cause all eligible persons to join and participate in the Organization.
- 5.7.9 The **Political Education Committee** shall 1) secure voluntary contributions to support the political work of the Organization, 2) screen and recommend endorsement of candidates for local, state, and federal office to the Executive Board, 3) develop programs to promote the registration of persons to vote and to support the election of candidates endorsed by the Executive Board.
- 5.7.10 The **Professional Development Committee** shall 1) identify the work related needs of the membership and develop programs and activities that meet said needs, 2) administer the Professional Development Fund, and 3) make recommendations to the Executive Board for grants to deserving members.
- 5.7.11 The **Publications Committee** shall 1) design, produce, and distribute a regular printed communication to the membership, 2) produce a regular bulletin for officers and committee chairs, 3) produce other printed material for the Organization as necessary, and 4) maintain a Local website.
- 5.7.12 The **Public Relations Committee** shall present the views of the Organization on both a regular and special basis to the print and electronic media, other labor and community organizations, and the general public.
- 5.7.13 The **Social Committee** shall conduct activities that promote the social well being of the membership, are attractive to potential members, and promote community within organized labor and in the society at large.

Article 6: Membership Meetings

- 6.1 The Executive Board shall determine the time and place and give forty-five (45) days notice of the Annual Membership meeting.
- 6.2 Special meetings of the membership may be called by the Executive Board or a petition containing twenty-five percent (25%) of the members. Reasonable notice shall be given in advance of any specially called meeting.
- 6.3 A quorum for any membership meeting or election shall be one-fourth of the membership in good standing.
- 6.4 The Annual Membership meeting shall be the supreme policy making body of the Organization.

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- 6.5 The Annual Membership meeting shall have the right to initiate referenda that will be implemented by the Elections Committee.

Article 7: Revenues

- 7.1 The dues of the Organization shall be \$30.00 per pay period for each regular member. The Executive Board may establish reduced membership fees for retired members and other categories of union members who are not currently members of the Bargaining Unit.
- 7.2 The Executive Board shall provide for a “fair share” fee to be paid by each member of the bargaining unit who is not a regular member of the Organization.
- 7.3 Special assessments for specific purposes may be levied by the Executive Board, provided that the actions required for a referendum have been initiated within forty-five (45) days of the decision of the Executive Board to make such special assessment.

Article 8: Amendments and Copies

- 8.1 Any member of the Organization may present a proposed amendment of the Bylaws at any regular meeting of the Executive Board. These Bylaws may be amended by a two-thirds vote of the Executive Board, provided that notice of the Board Meeting and the proposed amendment(s) have been communicated to the members at least three (3) weeks in advance. Such notice shall include the date, time, and place of the meeting and the subject matter of the proposed changes.
- 8.2 A copy of these Bylaws and any subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- 8.3 One copy of these Bylaws and any subsequent amendment(s) shall also be sent to other officers of organizations with which this Local is affiliated.
- 8.4 The Secretary shall make available, upon request, a copy of these Bylaws to any member of the Local.

AS AMENDED: January 25, 2006

Don E. Peavy, Sr., President

Carol Bachofner, Secretary