

Constitution & Bylaws

SANTA ROSA JUNIOR COLLEGE FEDERATION OF TEACHERS, LOCAL 1946 AMERICAN FEDERATION OF TEACHERS, AFL-CIO

ARTICLE I – NAME

The name of this organization shall be The Santa Rosa Junior College Federation of Teachers, Local 1946, American Federation of Teachers, AFL-CIO (hereinafter referred to as the Local), a federation local affiliated with our sister union, the Petaluma Federation of Teachers, Local 1881.

ARTICLE II – OBJECTIVES The purpose of the Local is:

- Section 1** To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.
- Section 2** To advance the economic, social, and political well-being of the membership.
- Section 3** To promote the improvement of standards in the employment situation of the membership.
- Section 4** To encourage mutual understanding and cooperation among the membership.
- Section 5** To promote the interests of citizens who are served by the membership.
- Section 6** To promote the effectiveness and quality of the institutions in which our members work.
- Section 7** To promote democracy and equality in the society at large.
- Section 8** To help secure a better understanding in our community of the quality of adult and higher education, which is essential to the well-being of all members of that community.

ARTICLE III – MEMBERSHIP

- Section 1** Personnel who teach at Santa Rosa Junior College shall be eligible for membership in the Local regardless of race, sex, religion, or affiliations. Personnel whose job requires an administrative supervisory credential or who are placed on the administrative salary schedule shall not be eligible.

The Local shall decide the classification of those individuals whose eligibility is not clearly defined in Section I of this article.

- A.** Certificated librarians shall be eligible for membership in the Local.
- B.** Certificated counselors not disqualified elsewhere in this article shall be eligible for membership in the Local.

- C. Eligibility for membership may be extended to the teaching employees of educational agencies other than the Community College District, in instances where there exists a community of interest or function or an administrative interrelationship, upon recommendation of the Executive Board, and approval by general membership.

Section 2 Members on leave may join and maintain membership in the Local by paying one-half of the regular dues, provided that they meet the other requirements for eligibility set forth in Section 1 of this article. Retirees may maintain membership in the local without paying dues.

ARTICLE IV – OFFICES, THE EXECUTIVE COMMITTEE, AND THEIR DUTIES

Section 1 AUTHORITY The authority of the Local shall be vested in the members of the Local meeting in regular session. They shall designate such authority as in herein provided in the Officers of the Local, in the Executive Committee meeting in session, or in such groups or individuals as the Local shall otherwise delegate.

- A. Only members for over one year may run for offices unless nominated by Exec. Council when no qualified nominees are available.

Section 2 OFFICES

Offices may be filled by separate members or, in cases of unfillable vacancies, may be filled in combination by one member until others are available for election or emergency appointment by Executive Committee.

- A. **PRESIDENT** The President shall be the senior officer and general representative of the Local except for such duties as are delegated to other groups or individuals. He/she shall call and preside at meetings of the Local and at meetings of the Executive Committee. He/she shall, except for specifically designated delegates, act as the general delegate of the Local; he/she shall be the regular delegate to the Community College Council (CCC) of the California Federation of Teachers. When both he/she and the vice-president are unable to attend CCC meetings, he/she shall appoint another member to act as chief delegate to any specific meeting of the CCC. He/she may serve as an at-large member of the Santa Rosa Junior College Academic Senate, according to the provisions of Article V, Section 4 of the Constitution of the Santa Rosa Junior College Academic Senate or appoint another member as surrogate. He/she shall represent the Local at all official meetings of the Santa Rosa Junior College Board of Trustees during the school year or designate another member of the Local to attend in his/her place. He/she shall promote the interests and purposes of the Local. The President shall be the senior officer representing Local 1946 as a delegate to the executive council of the Petaluma Federation of Teachers, Local 1881.

- B. **VICE-PRESIDENT** There shall be one vice president for each bargaining unit represented by the Local. The vice president(s) will chair unit

committee meetings while coordinating between each other and the President and assisting the President with assigned presidential duties. Each shall assist the President in the execution of President's duties, and in his/her absence, assume those duties. He/she shall serve as chief delegate to the CCC of the California Federation of Teachers when the President is unable to serve.

- C. **SECRETARY** The Secretary shall record the minutes of the general meeting of the Local and the meetings of the Executive Committee and shall keep the general records of the Local in order. He/she shall deliver copies of minutes to Newsletter Officer.
- D. **TREASURER** The Treasurer shall act as the financial officer of the Local. He/she shall collect dues, keep the financial records, make disbursements as approved by Executive Committee, and shall maintain financial relations with the California State Federation of Teachers and the American Federation of Teachers and supply current reports to Newsletter Officer.
- E. The **MEMBERSHIP OFFICE** will research, maintain, and supply current member and employee lists (of Unit B) to the Executive Board. He/she will ensure each member has received current copies of bylaws and contracts, and other pertinent information.
- F. **NEWSLETTER OFFICER** will compose and disburse newsletters subject to approval of Executive Board, and maintain archive of past newsletters.
- G. **GRIEVANCE OFFICER** will pursue grievance procedures, and be available for members to talk to and report problems.
- H. **EXECUTIVE COMMITTEE** may delegate routine duties to an employee of the Local, supervised by the president and approved or rescinded by next available quorum.

Section 3 **THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of officers of the Local and an ex-officer from the previous year. Normally the ex-officer shall be the ex-president. The Executive Committee shall act for the Local in matters of urgency between general meetings and is here empowered to do so, provided that such action is consistent with existing policy; the Committee is also empowered to conduct the ordinary business of the Local so long as it conforms to the existing policy of the Local. The Executive Committee shall meet at least once a semester during the year. Agendas of Committee meetings shall be published to the membership before all regular meetings and any member of the Local may attend Executive Committee meetings and introduce new business. Minutes of such Executive Committee meetings shall be published to the membership. Any action of the Executive Committee may be reconsidered at a general meeting if a member so requests. Executive Committee may approve expenditures of up to \$500 per month, but all expenditures above that must be approved at general membership meetings.

ARTICLE V – TERM OF OFFICE AND ELECTIONS

- Section 1** All offices of the Local shall be for a term of three years. Any officer may, upon nomination and election, succeed himself or any other officer. Elections are to be staggered by lengthening/shortening terms so only two officers may be elected in any calendar year.
- Section 2** Nominations for offices of the Local shall be entertained at general meetings. Elections will be held by mail ballot prior to the last meeting of the year; the new officers will take office at the last meeting of the year.
- Section 3** Vacancy in any office or on any committee may be filled by appointment of Executive Board until an election to fill that vacancy can be held by mailed ballots.

ARTICLE VI – MEETINGS

- Section 1** General meetings of the Local shall be held at least once each semester during the school year and at the call of the President. A quorum shall consist of one-fifth (1/5) of the total membership of the Local. In absence of quorums, a majority of those present may decide all issues except constitutional amendments. Such decisions are to be reviewed by the next quorum and approved or rescinded.
- Section 2** Meetings of the Executive Committee shall be held independently of the general meetings of the Local, and shall be held once each semester during the school year at the call of the President. A quorum shall consist of a majority of the officers of the Local.
- Section 3** Special meetings of the Local may be called by the President or the Executive Committee or petitioned by a quorum of the membership on matters of importance to the Local.
- Section 4** Except as it conflicts with this Constitution, Robert's Rules of Order shall be used in governing all meetings of the Local and of the Executive Committee.

ARTICLE VII – RELATIONS WITH OTHER ORGANIZATIONS

Through the Officers of the Local and special delegates, the Local shall maintain permanent relations with: The California Federation of Teachers; American Federation of Teachers; AFL-CIO; and the Petaluma Federation of Teachers, AFT Local 1881.

ARTICLE IX – AMENDMENTS

- Section 1** This Constitution may be amended by approval of the majority of the members polled by mail ballot, provided that all members are given notification of the proposed amendment at least two weeks in advance.
- Section 2** The By-Laws of the Local may be changed or amended by a majority of the members at any general meeting, provided that a quorum is present and provided all members are given notification of the proposed change or amendment in the call for a meeting.

ARTICLE X – BYLAWS

- Section 1 Notice of General Meeting** At least one week's notice of a general meeting shall be given in writing to all members of the Local.
- Section 2 Notice of Special Meeting** At least two days notice of a special meeting shall be given in writing to all members of the Local.
- Section 3 Temporary Committees** Temporary Committees may be appointed by the President with the approval of a majority of the members at a general meeting.
- Section 4 Augmenting Permanent Committees** The number of permanent committees may be increased upon approval of a majority of the members at a general meeting.
- Section 5** Delegates and alternates to the National Convention of the American Federation of Teachers shall be elected by a majority vote of those members present at the meeting where such election has been scheduled. This meeting shall not be later than June 10th of the year in question.
- Section 6** Information for the faculty: The Local shall, as it deems necessary, inform the general faculty of significant issues in education throughout the society, as well as important developments on the Santa Rosa Junior College campus.
- Section 7** Dues: The Local shall establish and collect from its members dues as it deems necessary and in accordance with policies set forth by the American Federation of Teachers and the California Federation of Teachers.
- Section 8** Dues: Effective 4/1/05 and continuing thereafter, the total annual membership dues of Local 1946 shall increase, without vote, at such times and by such amounts as the AFT per capita and/or CFT per capita are increased.

ARTICLE XI – CERTIFICATED EMPLOYEES COUNCIL

- Section 1** The Executive Committee shall appoint union representatives, selected from Local membership, to the Certificated Employees Council and to any C.E.C. policy making body by October 15 of each year.
- Section 2** Such appointment shall be for a period of one year or until successors have been approved, unless removed sooner by action of the Executive Committee.
- Section 3** Union representatives on the Certificated Employees Council may represent the Local only on those matters on which a policy position has been taken by the Executive Committee or the Local Membership. The Executive Committee may instruct the C.E.C. members on urgent policy matters.
- Section 4** Union members of the Certificated Council may utilize additional expert consultants as deemed appropriate, except that expenditures for paid counsel shall be subject to approval by the Executive Committee.