

**EDMONDS COMMUNITY COLLEGE FEDERATION OF TEACHERS
LOCAL 4254, AFT, AFL/CIO**

BYLAWS

Article I. Procedure to Establish Membership.

Section 1. Application for membership shall be made on a form prescribed by the Executive Council. Such application must be signed by the applicant.

Section 2. The V.P. shall present to each meeting of the Executive Council all applications for membership, and the Council shall act thereon. Every applicant shall be considered a member of the Federation from the date his/her application is accepted by the Executive Council.

Article II. Dues.

Section 1. Dues for full-time active members shall be 1.1 percent of their gross salary, including 4th quarter.

Section 2. Dues for active part-time members shall be at those reduced rates allowable by affiliates plus the amount determined for local use.

Section 3. Dues for associate members shall be \$10.00 per year.

Section 4. The Executive Council shall determine the penalty for failure to pay dues.

Section 5. At least 60 days' notice shall be given the membership prior to a dues change.

Article III. Membership Meetings.

Section 1. The purpose of the membership meetings shall be to set the general policies of the Federation and to conduct business as required by the constitution and bylaws.

Section 2. The time and place of meetings shall be fixed by the Executive Council.

Section 3. There shall be at least two meetings per year, excluding summer quarter.

Section 4. A quorum for meeting shall consist of ten percent (10%) of the total membership.

Section 5. Special meetings shall be called by the President at his/her discretion or at the request of a majority of the Executive Council or of twenty-five percent (25%) of the membership or twenty (20) members, whichever is less.

Article IV. Executive Council.

Section 1. The Executive Council shall administer the policy of the Federation as set by the membership at regular meetings.

Section 2. The chairperson of the Executive Council shall be the President of the Federation.

Section 3. The Executive Council shall ordinarily meet twice a month. Special meetings of the Executive Council may be called by the President, by a majority of the Executive Council, or by petition of ten (10) percent of the membership.

Section 4. The Executive Council shall report to the membership all of the official acts of the Council.

Section 5. A quorum for meeting shall consist of a majority of the membership of the Executive Council.

Section 6. The Executive Council shall have the power to employ all personnel including an executive secretary, clerical help, legal counsel, and other persons on a full- or part-time basis as may be determined by needs and finances of the Federation; to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow or invest money for Federation purposes at such rates of interest and terms of conditions as it may determine; to issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 7. At the recommendation of the Executive Council, two members may jointly hold a single office, serving as "co-officers" and performing the duties of the office together. Co-officers may be recommended by the Nominating Committee and elected by the membership or may be appointed by the Executive Council between Council officer elections. As required by the Constitution, any change in the office of president shall be approved by a vote of the membership. The manner in which the duties of the office are divided (including attendance at Executive Council meetings) shall be determined by the co-officers and be subject to the approval of the Executive Council. The pair of co-officers shall have one (1) vote between them on issues that come before the Executive Council. Either co-officer may put forward a motion or second a motion. However if one co-officer initiates a motion, it may only be seconded by another officer of the Executive Council other than their co-officer. Both co-officers may participate in any discussions during meetings where both are present, and both co-officers will be considered full and active members of the Executive Council. For purposes of determining a quorum for Executive Council meetings, co-officers that are both present will count as a single Executive Council position.

Article V. Nomination and Election of Officers and Delegates.

Section 1. Nomination and election of Federation officers shall take place in accordance with the following procedure:

- a. No later than March 1 of any election year, the Executive Council shall notify the membership in writing of the dates for election of Federation officers and the methods of nominating candidates.
- b. Every candidate for office must be an active member in good standing.
- c. A nominating committee appointed by the Executive Council shall present a list of nominees for the various offices to the Federation membership.
- d. Additional nominations may be made from the floor at a membership meeting prior to the election, providing that the nominator has written permission from his/her nominee.
- e. Election of officers shall take place by sending a written ballot to active members.
- f. Candidates receiving a majority of votes cast for each office shall be declared elected. In the event no candidate receives a majority, a run-off election shall be held within two weeks between the two candidates receiving the highest number of votes.
- g. The officers elect shall take office June 1 of the election year and shall serve until June 1 of the following election year.

Section 2. Nomination and election of delegates shall take place in accordance with the following procedures:

- a. The American Federation of Teachers: all delegates and alternates to the National Convention of the AFT shall be elected by majority vote of the membership. Notice of election shall be mailed to each member at least fifteen (15) days before the election. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National Office no later than fifteen (15) days before the convening of the National Convention. The delegates shall confer with the treasurer to make sure the AFT per capita through June has been sent to the National Office at least fifteen (15) days before the convening of the National Convention.

Article VI. Duties of Officers.

Section 1. The duties of the President shall be:

- a. To preside at all meetings of the Federation and of the Executive Council.
- b. To serve as ex-officio member of all Federation committees.
- c. To sign all necessary papers and documents and be the second signature on any bank accounts.
- d. To represent and speak for the Federation when and where necessary, especially to the Employer and to the Press.
- e. To make a report to the membership at least once a year summarizing the accomplishments of the Federation and outlining plans for the next year.
- f. To appoint members to standing, ad hoc, and contract committees, with the consent of the Executive Council, and to remove members from committees for nonperformance of duties.
- g. To make decisions on the basis of organization policy between meetings of the Executive Council.

- h. To serve as a voting delegate to the Community College Council (AFT WA) and appoint additional delegates as necessary.
- i. To provide an agenda for all membership meetings.
- j. To present a budget by July 1 of each fiscal year to the Executive Council for adoption.
- k. To carry out those duties listed under the office of President as indicated elsewhere in the constitution and bylaws.
- l. To delegate presidential functions to the vice-president in his/her absence.
- m. To serve as an ex-officio member of all Federation committees and appoint academic employees to Contract Committees for which the Federation is responsible.
- n. To authorize all press releases or other publications to the media.

Section 2. The duties of the Vice-President for Membership shall be:

- a. To chair the membership committee and organize membership functions.
- b. To keep an updated bargaining unit list.
- c. To be responsible for providing Agency Fee materials to academic employees and, in cooperation with the Treasurer, to communicate annually with current fee payers concerning their status (regular or rebate) and to provide them with the financial report of the previous year to assist them in their annual decision.
- d. To present membership applications to the Executive Council.
- e. Provide membership as needed to AFT and AFT WA.
- f. To keep the membership roll, including fee payers and issue all appropriate information to new members.

Section 3. The duties of the Vice-President for Communications shall be:

- a. To appoint an editor for the Federation newsletter.
- b. To oversee production and distribution of the newsletter.

Section 4. The duties of the Vice-President for Adjunct Faculty shall be:

- a. To act as liaison between adjunct faculty and the Executive Council.
- b. To monitor contract negotiation issues pertaining to adjunct faculty.
- c. To serve as Federation representative at college activities involving adjunct faculty.
- d. To work with other Vice Presidents to ensure the interests of adjunct faculty are considered in all Federation activities.
- e. To track legislative action affecting adjunct faculty.

Section 5. The duties of the Vice-President for Faculty Area Representative (FAR) Council shall be:

- a. To preside over FAR Council meetings.
- b. To act as liaison between the FAR Council and Executive Council.
- c. To chair Executive Council meetings in the President's absence.
- d. To serve as a representative of the Federation in the President's absence.

Section 6. The duties of the Vice-President for Political Action shall be:

- a. To chair the Political Action/Political Education (COPE) Committee.
- b. To bring recommendations from that Committee to the Executive Council for action.
- c. To oversee COPE membership drives and related activities.
- d. To serve on the college legislative task force.
- e. To monitor COPE payroll deductions.

Section 7. The duties of the Vice-President for Grievance shall be:

- a. To be responsible for the investigation of all grievance claims.
- b. To provide grievance forms and assistance to those academic employees who wish to file a formal grievance.
- c. To inform the President and the Executive Council about current or potential grievances.
- d. To chair the grievance committee.
- e. To educate academic employees about grievances and their rights under the Negotiated Agreement.
- f. To follow the Grievance Procedures in the Negotiated Agreement.
- g. To supervise the grievance process, including arbitration procedures.

Section 8. The duties of the Vice-President for Contracted Programs shall be:

- a. To monitor all contracted programs that have academic employees.
- b. To act as liaison between contract employees and executive council.
- c. To serve as Federation representative to all college activities involving contract programs, including serving on Legislative Task Force and AAC.
- d. To work with other Vice Presidents to insure the interests and concerns of contract employees are considered in all aspects of the Federation's activities.

Section 9. The duties of the Secretary shall be:

- a. To issue notices and answer correspondence at the direction of the President.
- b. To be the custodian of the seal and charter of the Federation.
- c. To record the minutes of the Executive Council meetings and of membership meetings and to oversee printing and distribution of the minutes to all members.
- d. Manage office equipment and supervise staff.
- e. To be responsible for purchase and storage of necessary supplies, materials, and office equipment.
- f. To be responsible for the distribution of and collection of ballots and the maintenance of necessary records.

Section 10. The duties of the Treasurer shall be:

- a. To receive, record, and deposit in the name of the Federation all monies from dues and all other sources.
- b. To forward all affiliates all dues, assessments, and reports according to the regulations of the affiliates.
- c. To present a financial report to all members once each year.
- d. To keep adequate records available at all times for the Executive Council and any audit authorized by the Executive Council, AFT WA, or AFT.
- e. To pay all bills authorized by the budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.
- f. To oversee the preparation of all required State and Federal Taxes.
- g. To cooperate with the Vice-President for Membership in maintaining accurate membership and fee payer lists and providing financial data for the annual fee payers' report.
- h. To be responsible for the preparation of the Hudson Report.

Article VII. Appointment and Duties of Faculty Area Representatives.

Section 1. Appointment process

- a. Faculty area representatives shall be appointed by the Executive Council for a two-year term, beginning on alternate years that officers are elected. These appointments shall occur by November 1.
- b. All current members may apply to be FARs. Applications will be distributed to all current full-time and part-time faculty at the beginning of fall quarter.

Section 2. The duties of a FAR shall be:

- a. To disseminate information about the local and about important events to the members in their area.
- b. To communicate member concerns about the proceedings of the local and the Negotiated Agreement to the appropriate Executive Council member.

Article VIII. Official Responsibilities.

Section 1. Any elected officer who is absent from three consecutive regular or special meetings of the Executive Council or who is absent five times during any full academic term from regular or special meetings of the Executive Council may, at the discretion of the President, or at the discretion of the Executive Council, be required to show cause why his/her office should not be declared vacant and a replacement be declared in his/her place for the remainder of his/her term.

Section 2. Any appointed officer, committee chairperson, or committee member who is absent from three consecutive regular or special meetings of the organization of which he/she is a constituent may, at the discretion of the President, or at the discretion of the Executive Council, be required to show cause why his/her position should not be declared vacant and a replacement be declared in his/her place for the remainder of his/her term.

Article IX. Compensation and Expenses.

Section 1. The Federation budget shall provide a contingency fund for the Executive Council to meet emergency expenses and legal defense expenses. The amount set aside shall be decided by the Executive Council during the budget adoption process. The treasurer shall have charge of this fund and shall render in his/her reports and itemized account of its expenditures.

Section 2. Expenditures of over \$100 that are not provided for in the Federation budget must be authorized by the Executive Council.

Article X. Ratification of Negotiated Agreements.

Section 1. All agreements negotiated with an employer shall be submitted to the Executive Council for approval. The Executive Council shall submit the negotiated Master Agreement with the Board of Trustees to the Membership for ratification. The Executive Council may submit all other agreements, with or without a recommendation, to the membership for ratification.

Section 2. A timely notice of ratification shall be sent to the membership. The notice shall include the following: the time and place of the meeting, an announcement of the item to be ratified, and the method of voting. Ratification shall require a majority vote of the membership present at the meeting.

Article XI. Amendments.

These bylaws may be amended by a unanimous vote of the Executive Council, provided that notice of the proposed amendment(s) was in the notice of the meeting or the affirmative vote of a Majority of those present at the regular meeting of the Federation provided that notice of the proposed amendment(s) was in the notice of the meeting.

Revised 6/2007