

**CONSTITUTION FOR ADJUNCT FACULTY UNITED
AFT LOCAL 6106**

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ARTICLE I TITLE OF ORGANIZATION

This organization shall be known as Adjunct Faculty United (AdFac) AFT, Local 6106.

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall include the provision of an association whereby faculty members can relate to one another on the basis of mutual assistance and cooperation in order to protect and promote their professional interests and to improve the quality of instruction and learning.

ARTICLE III MEMBERSHIP

Section 1. All "Faculty Members" as identified in Article I, "RECOGNITION", of the current Agreement between AdFac AFT and the NOCCC District ~~or the Citrus CCD~~ shall be eligible for membership during the period of employment by NOCCCD and the twelve (12) months following such employment In AdFac AFT.

Section 2. Provisions shall be made in the By-Laws whereby retired/former faculty members may continue their membership.

Section 3. No discrimination shall ever be shown toward individual faculty members or applicants for AdFac AFT membership because of sex, race, color, creed, age, religion, sexual orientation, social status, or national origin.

ARTICLE IV OFFICERS

Section 1. The following officers shall be elected by the membership:

- a. President
- b. Vice President I (Cypress)
- c. Vice President II (Fullerton)
- d. Vice President III (SCE)
- e. Secretary
- f. Treasurer

Section 2. Faculty members in good standing as members of AdFac AFT for six (6) consecutive months prior to the election shall be eligible as candidates for AdFac AFT office.

Section 3. To be eligible for election, a faculty member must teach in the North Orange County Community College District. The Vice Presidents must teach in the college/school that they represent.

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Section 4. Officers shall be elected by secret ballot (via U.S. mail) according to procedures

established by the Elections Committee.

Section 5. The inaugural election of officers shall be held during the six-week period prior to the conclusion of instruction during the Spring 2002 Semester.

The subsequent election of officers shall be held during the six-week period prior to the conclusion of instruction during the Spring semester of each year. A plurality of all votes cast shall constitute the basis for election to office.

Section 6. In the event that no member receives more than 15% of the eligible ballots counted, the Executive Board shall appoint a qualifying member to fill the vacant position for the duration of the term.

Section 7. Removal of Officers will be covered in the By-Laws.

ARTICLE V DUTIES OF OFFICERS

Section 1. The duties of the President shall include:

- a. Presiding at meetings of AdFac AFT, including the Executive Board.
- b. Serving as an *ex-officio* member of all AdFac AFT committees.
- c. Signing all necessary papers and documents.
- d. Representing AdFac AFT when and where necessary.
- e. Working in a collegial manner with other groups representing faculty interests.
- f. Reporting to the membership at least once a year summarizing the accomplishments of AdFac AFT and outlining plans for the future.
- g. Serving *ex officio* as AFL/CIO, AFT/CFT Chief Convention Delegate or designee.
- h. Representing AdFac AFT at meetings of the Orange County Labor Federation and such other meetings of the Federation as directed by the Executive Board.
- i. Acting as custodian of the seal and the charter of AdFac AFT.

Section 2. The duties of Vice President I (Cypress) shall include:

- a. Performing all presidential duties in the absence of the President.
- b. Carrying out such additional executive and administrative responsibilities on behalf of AdFac AFT as may be determined by the Executive Board.
- c. Carrying out responsibilities specific to his/her school.
- d. Attending Executive Board meetings.
- e. Ensuring that the union is represented at orientation meetings at the beginning of each semester.

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Section 3. The duties of Vice President II (Fullerton) shall include:

- a. Performing all presidential duties in the absence of the President and Vice

- President I.
- b. Carrying out such additional executive and administrative responsibilities on behalf of AdFac AFT as may be determined by the Executive Board.
 - c. Carrying out responsibilities specific to his/her school.
 - d. Attending Executive Board meetings.
 - e. Ensuring that the union is represented at orientation meetings at the beginning of each semester.

Section 4. The duties of Vice President III (SCE) shall include:

- a. Performing all presidential duties in the absence of the President, Vice President I, and Vice President II.
- b. Carrying out such additional executive and administrative responsibilities on behalf of AdFac AFT as may be determined by the Executive Board.
- c. Carrying out responsibilities specific to his/her school.
- d. Attending Executive Board meetings.
- e. Ensuring that the union is represented at orientation meetings at the beginning of each trimester.

Section 5. The duties of the Secretary shall include:

- a. Recording the minutes of all general membership and Executive Board meetings.
- b. Issuing notices and answering correspondence at the direction of the President and the Executive Board.
- c. Attending Executive Board meetings.

Section 6. The duties of the Treasurer shall include:

- a. Keeping accurate financial records of AdFac AFT.
- b. Depositing all incomes in the name of AdFac AFT and paying all expenditures as authorized by the adopted AdFac AFT budget or by action of the Executive Board.
- c. Working closely with the Executive Director to perform the duties in a and b.
- d. Checking and signing off on all financial records and reports in a timely manner as required by government agencies as well as the AFT and CFT.
- e. Explaining appropriate monthly statements and backup reports to the Executive Board.
- f. Supervising preparation of the proposed operating budget at least one month prior to the close of the current AdFac AFT fiscal year for consideration and adoption by the Executive Board.
- g. Participating in the annual audit.
- h. Attending Executive Board meetings.

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Section 7. The duties of the COPE Chair (non-elected) shall include:

- a. Acting as the political action spokesperson of AdFac AFT on those matters of

professional interest and concern that are being impacted by actions at the national, state, and local levels of government.

- b. Contributing to the AdFac AFT COPE fund.
- c. Interacting with COPE counterparts within the AFT, CFT, and Orange County Labor Federation.
- d. Disseminating political information to AdFac AFT constituents as provided by "a" of this section.
- e. Recommending positions concerning candidates, as these may relate to protecting and promoting AdFac AFT and constituent professional matters.
- f. Engaging in fundraising activities in order to further the interests of AdFac AFT and its constituents.
- g. Representing AdFac AFT with the Orange County Labor Federation (AFL-CIO).
- h. Developing a cadre of AdFac members to engage in direct support of Board of Trustees candidates.
- i. Attending Executive Board meetings.

Section 8. The duties of the Negotiating Chair (non-elected) shall include:

- a. Representing AdFac AFT's position on all aspects of contract negotiations.
- b. Being appointed by the AdFac AFT President subject to the approval of the Executive Board. The Chief Negotiator shall be the principal spokesperson for the Negotiating Team.
- c. Keeping the Executive Board informed of negotiating Team meeting updates and soliciting direction for decision-making.
- d. Attending Executive Board meetings.

ARTICLE VI COMMITTEES

Section 1. Standing committees of AdFac AFT shall include the following:

- a. COPE.
- b. Publications and Public Relations (*AdFacts*).
- c. Grievance.
- d. Membership.

Section 2. Special committees of AdFac AFT shall include:

- a. Contract Writing.
- b. Negotiating Team.
- c. Nominations and Elections.
- d. Constitution.
- e. Volunteer.
- f. Hospitality.

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Section 3. The President, with the consent of the Executive Board, shall appoint the chairs and members of standing committees for a period of one year and special committees, except as that membership may be specified by AdFac AFT Constitution or By-Laws, who must be AdFac AFT members in good standing.

Section 4. Except as may otherwise be specified in the AdFac AFT Constitution, By-Law provisions or the current Agreement between AdFac AFT and the District, all appointments made by the AdFac AFT President are subject to the approval of and shall serve at the pleasure of the AdFac AFT Executive Board, and may be removed at the discretion of the Executive Board by a majority vote of the Board.

ARTICLE VII DUTIES OF STANDING COMMITTEES

Section 1. The COPE Committee shall be responsible for educating members and electing pro-education officials who would best serve our community colleges by using voluntary political contributions from AdFac AFT members. It would also work with our campus union colleagues and other community college districts.

Section 2. The Publications and Public Relations Committee shall consist of the Executive Board or its appointees as approved by the Board and the Editor of *AdFacts*. The Board shall be responsible for the preparation of the AdFac AFT newsletter, *AdFacts*, as well as for publicity and public relations campaigns for the benefit of AdFac AFT.

Section 3. The Grievance Committee shall respond to all complaints and grievances as provided in the current Agreement between AdFac AFT and the District.

Section 4. The Membership Committee shall recruit and maintain membership on a year-round basis.

ARTICLE VIII DUTIES OF SPECIAL COMMITTEES

Section 1. Contract Writing Committee:

- a. Members of the Committee shall be appointed by the President with the approval of the Executive Board.
- b. Only AdFac AFT members shall be eligible for selection to the Contract Writing Committee.
- c. The Contract Writing Committee shall prepare contract negotiating proposals for review by the Executive Board prior to their presentation to the District for the purpose of negotiations. These proposals should reflect the Committee's consideration of contract suggestions from a diverse cross-section of AdFac AFT's constituency.
- d. The members of the Contract Writing Committee shall recommend to the President those committee members willing to serve on the Negotiating Team, as described in Section 2 of this Article.
- e. The convening of the Contract Writing Committee shall not be required prior to

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negotiating a specific issue(s) of a contract reopener that is limited in the scope of sunshined negotiations discussions, as determined by the AdFac AFT Executive Board.

Section 2. Negotiating Team

- a. Whenever possible, members of the Negotiating Team will have been members of the Contract Writing Committee of AdFac AFT.
- b. The members of the Negotiating Team shall be appointed by the AdFac AFT President subject to the approval of the Executive Board.
- c. The Negotiating Team shall conduct contract negotiations with the District. It shall have the authority to modify AdFac AFT contract proposals, accept or reject District proposals, and grant tentative approval of contract proposals pending ratification by a simple majority of the AdFac AFT members.
- d. Every reasonable effort shall be made in the appointment process to ensure that the diversity of interests represented by AdFac AFT shall be adequately reflected on the Team and/or have access whether directly or indirectly to the negotiation's process.

Section 3. Nominations Committee

- a. The Nominations Committee shall be appointed by the President with the approval of the Executive Board at least thirty (30) days prior to the date of the meeting for the purpose of electing AdFac AFT officers.
- b. The Committee shall prepare for the membership a slate of candidates for the various elective AdFac AFT offices. The slate shall then be distributed to the membership at least fourteen (14) days prior to the election, together with a notice from the Executive Board specifying the date and method of the election.
- c. Members may submit to the Executive Board candidate nominations for any elective office. Such nominations must be received at least twenty (20) days prior to the date of the election, and shall be included on the ballot sent to all members, provided that the candidate gives his/her consent to the nomination.
- d. If the election of officers is to be conducted at a general membership meeting, members may then nominate candidates from the floor for any elective office, provided that the candidate gives his/her consent to the nomination.

Section 4. Constitution Committee

The Constitution Committee shall review the AdFac AFT Constitution as necessary in order to ensure that the governing procedures of AdFac AFT remain current and functional.

Section 5. The Volunteer Committee shall be responsible for the ongoing recruitment of volunteers to carry out functions necessary to the operation of the union – phone banks, literature distribution, and other tasks as developed by the President and the Executive Board.

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Section 6. The Hospitality Committee shall plan social events for the year and recommend budget to the Treasurer.

ARTICLE IX EXECUTIVE BOARD

Section 1. The Executive Board of AdFac AFT shall consist of the following:

- a. Elected AdFac AFT officers, who shall be voting members.
- b. Chief Negotiator of the Negotiating Team, who shall be a voting member.
- c. Immediate past AdFac AFT President, who shall be a voting member.
- d. Editor of *AdFacts*.
- e. Member(s) of AdFac AFT serving as elected officer(s) of the AFT or the CFT.
- f. Chair of the Grievance Committee, who shall be a voting member.
- g. Chair of the COPE Committee.
- h. Executive Director, who shall be a voting member.

Section 2. Executive Board members must be members of AdFac AFT in good standing.

Section 3. The Executive Board shall administer the policies of AdFac AFT, and it shall have the authority to act on behalf of the AdFac AFT membership under those conditions where policy has not been formulated by the full membership. The Executive Board shall have the authority to establish special committees in addition to those specified in Article VI, Section 2.

Section 4. The AdFac AFT President shall chair the Executive Board.

Section 5. The Executive Board shall determine the time and location of Executive Board meetings. AdFac AFT members shall be so informed and invited to attend.

Section 6. The Executive Board shall have the authority to employ all personnel whether full or part-time, including an Executive Director and clerical assistance, and such other persons as may be determined based on the needs and finances of AdFac AFT.

Section 7. The Executive Board shall report its activities on a regular basis, at general membership meetings and/or in *AdFacts*.

Section 8. A quorum, consisting of a majority of the elected officers of the Executive Board, must be present at the Board meetings in order to conduct AdFac AFT business.

ARTICLE X AFFILIATIONS

Section 1. AdFac AFT shall maintain affiliation with the following organizations, and delegates shall be elected in compliance with federal law and the AFT and CFT Constitutions:

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- a. THE AMERICAN FEDERATION OF TEACHERS.
All delegates and alternates to the national convention of the AFT shall be selected by secret ballot. Notice of the election shall be sent to AdFac AFT members at least thirty (30) days prior to the meeting. The President and Secretary of the Executive Board shall certify the election and forward the credentials of all elected delegates and alternates to the AFT no later than fifteen (15) days prior to the convening of the national convention.

- b. THE CALIFORNIA FEDERATION OF TEACHERS.
Delegates and alternates to the state convention of the CFT shall be elected at least thirty (30) days prior to the convening of the convention by secret ballot.
- c. The AdFac AFT President or designee shall represent AdFac AFT at the State Federation of Labor Convention.
- d. THE ORANGE COUNTY LABOR FEDERATION (AFL-CIO).

Section 2. Delegates shall submit reports to the Executive Board concerning all meetings attended on behalf of AdFac AFT.

Section 3. AdFac AFT shall pay the expenses up to the amount permitted by the approved budget and actually incurred by those delegates and alternates authorized by the Executive Board to attend meetings and conventions.

Section 4. Delegates and alternates to affiliated organizations shall be members in good standing of AdFac AFT for at least one year.

Section 5. AdFac AFT shall make every reasonable effort to be active in the activities of affiliated organizations and, where possible, shall send delegates to the meetings and conventions of affiliated organizations.

ARTICLE XI MEETINGS

Section 1. There shall be at least one general membership meeting called during the regular school year. The Executive Board may call such additional meetings at its discretion, or if a petition signed by one-fourth of the total membership requests such a meeting.

ARTICLE XII FINANCE

Section 1. The amount of membership dues may be amended by a majority vote of the Executive Board, provided that the membership is notified of such a proposed amendment at least thirty (30) days prior to the Executive Board meeting.

Section 2. Additional revenues may be obtained for AdFac AFT through fundraising activities at the discretion of the Executive Board.

Section 3. AdFac AFT shall conduct audits as required by the AFT Constitution and as required by law.

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Section 4. The Executive Board shall establish the fiscal year to be used for AdFac AFT accounting.

ARTICLE XIII PROCEDURAL RULES

Robert's Rules of Order (revised) shall govern in those areas not covered by the AdFac AFT Constitution or By-Laws.

ARTICLE XIV CONSTITUTIONAL AMENDMENT

This Constitution may be amended by a simple majority of the members voting (via U.S. mail) provided the proposed amendment is submitted to the membership prior to the balloting.

ARTICLE XV AVAILABILITY OF THE CONSTITUTION

Section 1. Copies of this Constitution shall be available on the AdFac AFT website, www.adfacunited.org, and upon request to AdFac AFT members.

ARTICLE XVI EXECUTIVE DIRECTOR

Section 1. The duties of the Executive Director (non-elected) shall include:

- a. Maintains, interprets and enforces the contract.
- b. Guides adjuncts in the grievance procedure within the contract.
- c. Organizes training workshops, informational meetings and programs for membership.
- d. Develops and maintains community and labor contacts and communications.
- e. Monitors public relations information and develops a positive relationship between the local and the media.
- f. Composes and prints outgoing union communications including, but not limited to, correspondence, emails, flyers and newsletters.
- g. Remains current with all appropriate state laws and administrative rules and regulations that impact responsibility as the collective bargaining agent.
- h. Coordinates volunteers.
- i. Maintains professionalism in contact with the district, the public and unit members.
- j. Maintains and processes AdFac and AFT membership lists, databases and computer files.
- k. Assists, when needed, the Orange County Labor Federation with which Adjunct Faculty United is affiliated.
- l. Maintains liaison with the District's Board of Trustees.
- m. Serves on the negotiating team as appointed.
- n. Performs the following fiscal responsibilities:
 - Provides quarterly federal and state payroll taxes

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- Prepares reports from QuickBooks and works closely with the Treasurer.
- Writes, signs and mails checks and produces monthly check registers.
- Assists auditors with annual audits, preparing requested reports and documents.
- Reconciles monthly bank statements and sends reports to Treasurer.
- Monitors and records investments (including CDs when they mature).
- Handles accounts payable/receivable, including making and recording deposits.
- Oversees petty cash.
- o. Performs general office duties and other duties as determined by the Executive Board.

p. Attends Executive Board meetings.

10/16/2015

Adjunct Faculty United, AFT Local 6106

CONSTITUTION BY-LAWS

2013

ARTICLE I DUES

- Section 1. The Executive Board shall determine membership dues provided that any proposed change in the dues be submitted to the membership no less than fourteen (14) days prior to the Executive Board's vote on the proposed change. AdFac AFT monthly dues shall include per capita fees required for AdFac AFT affiliations and for insurance plans for which all AdFac AFT members are beneficiaries.
- Section 2. The Executive Board shall increase AdFac monthly dues to equal any increases in per-capita payments that are required to be made to the American Federation of Teachers and any increase to either the state federation or the regional council to which AdFac is affiliated.
- Section 3. Dues may be paid directly to the AdFac AFT Treasurer or by payroll deduction.

ARTICLE II STANDARDS, COMPLAINTS AND GRIEVANCES

- Section 1. Any faculty member may file a written complaint against AdFac AFT with the Executive Board within five working days after the cause of the complaint was known or should have been known by the complainant(s).
- Section 2. The Executive Board shall appoint three AdFac AFT members to serve as the panel to hear the complaint. The complainant(s) shall select one of the three members of the hearing panel.
- Section 3. The hearing panel shall hold a confidential hearing within ten working days following its appointment, unless the complainant(s) and the party representing the AdFac AFT agree in writing to an extension of time for the commencement of the hearing.
- Section 4. Within five working days following the conclusion of the hearing, the panel shall issue a written decision to the complainant(s) and AdFac AFT.
- Section 5. If the complainant(s) is(are) not satisfied with the panel's decision, a written appeal may be filed with the AdFac AFT Executive Board within five working days of the panel's decision. The Executive Board shall review the panel's decision and issue its decision, which shall conclude this process.
- Section 6. If an elected officer fails to attend three (3) consecutive Executive Board meetings or resigns from the Board, then the position shall be considered vacant. If an elected officer is not teaching for one semester/trimester, the officer may stay on the Board. Should the elected officer fail to be employed by the District for more than one semester/trimester, the position shall be considered vacant. The Executive Board, by a majority vote, shall appoint an officer to complete the replaced officer's term. The Executive Board, by a majority vote, may excuse absences for good and sufficient reasons.

Section 7. An officer of AdFac AFT, whether elected or appointed, may be removed from office prior to the expiration of his/her term for act(s) detrimental to the interests of AdFac AFT upon presentation to the AdFac AFT Executive Board of a written petition containing specific documented charges signed by at least one-fourth of the total membership, or upon a motion supported in the affirmative by at least three-fourths of the total Executive Board membership. A general membership meeting shall be called within fourteen (14) days of either action, at which time the members present shall determine by a majority of those voting whether the officer shall be retained in office. If the removal is confirmed, the office shall immediately be filled on an interim basis by the Executive Board until such time as an election is held pursuant to this Article. If the position is appointive, the AdFac AFT President shall fill the vacancy subject to the approval of the Executive Board.

Section 8. Members who fail to pay their dues within ninety (90) days after notice from AdFac AFT shall be dropped from the local membership and their names removed from the records of the National and State offices.

ARTICLE III COPE (Committee on Political Education)

Section 1. The Board is authorized to establish a COPE committee.

Section 2. The name of this committee shall be the Adjunct Faculty United, AFT Local 6106, COPE Committee ("Committee").

Section 3. The general purpose of the Committee is to support and further the goals and policies of the Local Union. The specific purposes are:

- a. To support candidates for election to the NOCCCD Board of Trustees.
- b. To support candidates and positions on ballot measures endorsed by the Local Union.
- c. To further the common good and general welfare by promoting improvements in public education.
- d. To promote the welfare of our active and retired members and teachers in general.
- e. To encourage the improvement of benefits, compensation, working conditions and retirement status of our active and retired members and teachers in general.

Section 4. Members of the Local Union may make contributions to the Committee directly or through payroll deduction. This amount may be changed at any time with prior approval of the member. The Committee may accept contributions from persons who are not members subject to the approval of the Board.

Section 5. The control and direction of the Committee shall be vested with the members of the Executive Board of the Local Union. The Board shall have control over the funds and affairs of the COPE and shall establish and carry out all policies and activities. The Board

may delegate all or some of the responsibilities of the COPE to the Executive Board, a committee of the Board, or a separate committee comprised of members appointed by the Board.

ARTICLE IV AMENDMENT PROCEDURE

The AdFac AFT By-Laws may be amended by a majority vote of the Executive Board, provided that the proposed amendment shall be in writing and submitted to the members at least fourteen (14) days prior to balloting.

10/21/2013