

Mendocino College Federation of Teachers
AFT Local 6322



CONSTITUTION

Article I - Name

- 1.1 This organization shall be known as the Mendocino College Federation of Teachers, Local 6322, American Federation of Teachers, AFL-CIO.

Article II - Objective

- 2.1 To promote the welfare of students and the advancement of community college education in the public interest;
- 2.2 To promote the highest standards of professional services in education;
- 2.3 To ensure faculty their rightful voice in shaping educational policy and in establishing the conditions under which they teach;
- 2.4 To promote the welfare of faculty by obtaining full and just compensation for services rendered;
- 2.5 To obtain for faculty the right to collective bargaining as a necessary means for achieving the substantive aims and purposes of this organization.

Article III - Membership and Dues

- 3.1 Membership shall be open to all full-time faculty of the Mendocino-Lake Community College District. Membership shall also be available to retired faculty. Faculty members on extended leave may also continue their membership.
- 3.2 Dues shall be assessed at one percent (1%) of a Member's gross salary. Salary is defined by the full time faculty schedule and includes both base salary and any Ph.D. or longevity stipends. Other stipends, overload and summer pay, mileage reimbursement or other compensation are not included.
- 3.3 The MCFT Executive Committee may, by two-thirds majority vote, adjust the percentage of salary assessment rate.
- 3.4 Assessment rate changes shall take effect immediately unless otherwise specified by the Executive Committee.

Article IV - Officers, Executive Committee, and Employees

- 4.1 The elected officers of Local 6322 shall be a President, Vice President and Treasurer.
- 4.2 The appointed officers of the Local shall be the Grievance Committee Chairperson, the Chief Negotiator, the Political Action Committee Treasurer and the Communications Director. The elected officers of the Local shall appoint the persons to serve in these four offices. An elected officer may also serve as an appointed officer. Appointed officers are voting members of the Executive Committee and shall serve at the pleasure of the elected officers.
- 4.3 The duties of the President are as follows:
 - 4.3.1 act as the executive officer of the MCFT, presiding at all membership meetings and Executive Committee meetings;
 - 4.3.2 be an ex officio member of all standing and ad hoc committees, except the audit and election committees;
 - 4.3.3 function as the MCFT liaison with the Mendocino-Lake Community College District Board of Trustees and to all other official bodies;
 - 4.3.4 conduct correspondence pertaining to this office and supervise the employees of MCFT;
 - 4.3.5 sign official documents when required.
- 4.4 The duties of the Vice President are as follows:
 - 4.4.1 preside over meetings in the absence of the President;
 - 4.4.2 be responsible for maintaining membership levels in the Local, including conducting membership drives;
 - 4.4.3 conduct other duties as assigned by the Executive Committee;
 - 4.4.4 keep notes and/or minutes, as appropriate, of all membership meetings and Executive Committee meetings;
 - 4.4.5 be responsible for notifying the membership of the Local of elections and special meetings;
 - 4.4.6 be responsible for internal and external correspondence to be transmitted at the direction of the President;

4.4.7 be the custodian of the charter of the Local.

4.5 The duties of the Treasurer are as follows:

4.5.1 be responsible for the fiscal affairs of the Local and maintain and keep the financial and non-financial records of the Local;

4.5.2 report periodically to the membership and Executive Committee on the financial state of the Local;

4.5.3 be responsible for the proper receipt and disbursement of the Local's funds;

4.5.4 be responsible for the submission of a financial statement of the Local and the transmission of per capita dues and special assessments to the Secretary/Treasurer of the American Federation of Teachers at the National Office as required by the Constitution and procedures of the American Federation of Teachers;

4.5.5 prepare annually an itemized budget for presentation to the membership, and prepare detailed quarterly reports of income and expenditures for presentation to the Executive Committee. Make a summarized statement of all receipts and expenditures for regular periods specified by the Executive Committee, to be reviewed annually by an ad hoc Financial Review Committee that shall consist of a Chairperson and additional unit members.

4.6 The duties of the Grievance Chairperson are as follows:

4.6.1 preside over the Local's Grievance Committee and represent the Local in grievances with the District

4.6.2 serve as a resource for unit members regarding contract language and grievances

4.6.3 manage Tenure Teams for probationary faculty

4.6.3.a appoint full time tenured faculty members to serve on the Tenure Team for probationary faculty. Appoint a replacement in the event that the faculty member can no longer serve on the Tenure Team

4.6.3.b check with the probationary faculty member (at least once during the fall semester) to ensure he/she understands the tenure process and that it is being followed according to the CBA

- 4.6.3.c check with the probationary faculty member during the spring semester, if a corrective action plan was established
- 4.6.4 manage Evaluation Teams for Tenured Faculty members
 - 4.6.4.a appoint full time tenured faculty members to serve on the Evaluation Team for tenured faculty members
- 4.7 The Chief Negotiator shall represent the Local in collective bargaining matters with the District. Other unit members, as determined by the Chief Negotiator, may participate in collective bargaining matters with the District.
- 4.8 The Communications Director shall be responsible for producing a newsletter, in printed and/or electronic formats, as appropriate, on a regular basis (at least once each semester) and for maintaining the web site.
- 4.9 The duties of the Political Action Committee Treasurer are as follows:
 - 4.9.1 be responsible for the fiscal affairs of the PAC and maintain and keep the financial and non-financial records of the Local;
 - 4.9.2 comply with all election law disclosure requirements;
 - 4.9.3 report to the Executive Committee and membership about all PAC financial activity.
- 4.10 The Executive Committee is authorized to endorse positions on ballot measures and to use a portion of General Funds to contribute to ballot measure campaigns. Selection of ballot measures to endorse and the timing and amounts of any contributions to ballot measure campaigns will be determined by a two-thirds majority vote of the Executive Committee. The full membership shall be notified of any endorsements or contributions within one (1) week of Executive Committee approval.
- 4.11 The Executive Committee shall have the power to set the salaries and fringe benefits of all MCFT employees. Such employees, under the direction of the President, serve at the pleasure of the Executive Committee.
- 4.12 In case of vacancy in the office of President, the Executive Committee shall immediately appoint the Vice President to serve in the interim until a successor is elected by a special election, in accordance with Article V, Section 5.
- 4.13 The Executive Committee shall consist of the elected and appointed officers of the MCFT and the immediate past president of the Local. The Executive Committee shall establish and implement all policies of the MCFT. The Executive Committee shall keep the membership informed on its deliberations and actions. The Executive

Committee may act in emergency situations wherein policy cannot be immediately set by the membership. When deemed appropriate by the Executive Committee, decisions shall be submitted for ratification by the general membership.

Article V – Elections

5.1 General Guidelines

- 5.1.1 Unless otherwise specified, all election results will be determined by a simple majority of the membership voting in a secret ballot election. Voting shall be open for a minimum of two (2) consecutive working days for at least six (6) hours each day.
- 5.1.2 An election committee shall be appointed prior to the close of balloting. The committee shall be comprised of the Vice President and at least two (2) additional members not serving on the Executive Committee.
- 5.1.3 The election committee shall count votes, certify the election, and inform the President of the result immediately after the polls close. The President shall announce the result to the membership upon receiving the report of the election committee.
- 5.1.4 Election records, including ballots, shall be kept at the MCFT office for one (1) year from the date of the election.

5.2 Officer Elections

- 5.2.1 Each voting member shall have an opportunity to be nominated for office. A nominating committee shall be appointed by the President, in consultation with the Executive Committee, thirty (30) days prior to scheduled elections for the purpose of finding candidates for all offices. The report of said committee shall be presented at least twenty (20) days prior to the scheduled election. Nominations of other candidates may be made by at least one member and the candidate, and must be submitted in writing to the Executive Committee least fifteen (15) days prior to the date of election.
- 5.2.2 Notice of an impending election of officers shall be delivered to each Union member at least ten (10) days in advance of the election.
- 5.2.3 The President, Vice President, and Treasurer shall be elected in even numbered years during the month of April, for a term of two (2) years. . In the event that no nominee for office has received a majority of the votes cast, the two (2) nominees with the highest number of votes shall be in a run-off election to take place within two (2) weeks of the original canvass.

5.2.4 The elected officers of the MCFT shall take office on May 1st of even numbered years..

5.2.5 The appointed officers shall take office upon concurrence with their appointment by the President.

5.3 Recall Elections

5.3.1 Upon receipt of a petition signed by twenty-five (25) percent of the general membership, the Executive Committee must call a special election, in accordance with Section 5.4 of this Article, for the recall of an officer.

5.3.2 The recall ballot must state the reasons for the recall and give the response of the officer in question, and must include a nominee or nominees for the office whose holder is the object of the recall.

5.3.3 Officers may be recalled by a two-thirds (2/3) majority of the general membership in a special election. If the election results in the successful recall of an officer, then the nominee for that office receiving a plurality of votes assumes the office.

5.4 Special Elections

5.4.1 In the event an elected office is vacated prior to the end of a term, a special election will be held within three (3) weeks of the vacancy. An announcement of the vacancy will be made within twenty-four (24) hours to the general membership of the Local.

5.4.2 A nominating committee shall be appointed by the President, in consultation with the Executive Committee within two (2) working days of the vacancy for the purpose of finding candidates for the office(s). The report of said committee shall be presented at least two (2) weeks prior to the special election. Nominations of other candidates may be made by at least one member and the candidate, and must be submitted in writing to the Executive Committee at least ten (10) days prior to the date of election.

5.4.3 Notice of the impending special election shall be delivered to each member of the Local at least seven (7) days in advance of the election.

5.4.4 The Executive Committee may appoint an interim officer to fulfill the duties of the office, if deemed necessary for the good of the Local.

5.4.5 If a vacancy occurs in an elected office eight (8) weeks or less before a scheduled election, no special election will occur.

5.5 Tentative Agreement Elections

5.5.1 Notice of election to ratify Tentative Agreements will be transmitted to membership no less than ten (10) days prior to the scheduled vote.

Article VI - Meetings

- 6.1 The general membership shall meet at least once in an academic year, usually during the Spring Semester. A quorum shall consist of one fourth of the general membership.
- 6.2 Special meetings of the general membership may be called by the Executive Committee.
- 6.3 The Executive Committee shall meet at least once a month at a regular time and place during the academic year. A quorum shall consist of half the members of the Executive Committee.
- 6.4 Special meetings of the Executive Committee may be called by the President or by any two members of the Executive Committee.

Article VII – Membership Matters

- 7.1 The Executive Committee may refer to the membership any matter that it deems proper.
- 7.2 A membership meeting shall act upon all matters referred to it by:
 - 7.2.1 The President
 - 7.2.2 A majority vote of those present at a meeting of the Executive Committee;
 - 7.2.3 A petition signed by at least 5 members of MCFT.
- 7.3 If membership matters require a vote to determine the will of the membership on such matters, notice of election on membership matters will be transmitted to membership no less than one (1) week prior to the scheduled vote.
- 7.4 Votes on membership matters shall take place according to the guidelines in Article 5.1.

Article VIII – Committees

- 8.1 The Grievance Committee is an ad hoc committee and shall consist of the Chairperson and additional unit members appointed by the Executive Committee. The Grievance Committee shall advise the Grievance Chairperson and handle all grievances with the District.

8.3 In cases involving an inquiry into the financial state of the Local, an audit committee will be established by the Executive Committee to report to the general membership through the Executive Committee.

8.3.1 No officer, appointed or elected, may serve on either the election or the audit committees.

8.4 The President, with the concurrence of the Executive Committee, may appoint such ad hoc committees as may be deemed appropriate.

Article IX - Political Action Committee

9.1 The MCFT Executive Committee is authorized to establish a political action committee.

9.2 The name of the committee shall be the MCFT Political Action Committee (“PAC”).

9.3 The general purpose of the PAC is to support and further the political goals MCFT. The specific purposes are:

9.3.1 to support candidates endorsed by the MCFT membership;

9.3.2 to further the common good and general welfare by promoting improvements in public education;

9.3.3 to promote the welfare of our active and retired members and teacher in general;

9.3.4 to encourage the improvement of benefits, compensation, working conditions and retirement status of our active and retired members and teachers in general.

9.4 Members of the MCFT may make contributions to the PAC directly or through payroll deduction. In addition, the Executive Committee may earmark a portion of member dues for the PAC. This amount may be changed from time to time. The PAC may accept contributions from persons who are not members, subject to approval by the Executive Committee.

9.5 The control and direction of the PAC shall be vested with the Executive Committee in consultation with the PAC Treasurer.

- 9.6 Selection of candidates to endorse, as well as amounts and timing of any PAC contributions to such candidates, will be determined by a two-thirds majority vote of the Executive Committee.

Article X- Affiliations

- 10.1 Local 6322 shall be affiliated with the following organizations: American Federation of Teachers, California Federation of Teachers, California Labor Federation, North Bay Labor Council, and the Community College Council. The Local shall pay the required dues for affiliation with these organizations and shall send delegates to their meetings and conventions as required by conditions of the Local Charter.
- 10.2 All elected members of the Executive Committee may serve, at their option, as official MCFT delegates to conventions. Additional delegates and alternates to which MCFT may be entitled may be solicited from the Local membership; interested volunteers will then be selected by the Executive Committee, as needed.
- 10.3 The President and Vice President or Treasurer of Local 6322 shall certify the election of the delegates to the American Federation of Teachers convention and shall forward the credentials of all elected delegates and alternates to the National Office of the American Federation of Teachers no later than ten days prior to the convening of the National Convention.

Article XI- Amendments

- 11.1 Amendments to this Constitution must receive a majority vote of the Executive Committee, and must be ratified by a two-thirds majority of the membership voting in a secret ballot, distributed at least ten (10) days before the ballots are to be counted.

Article XII - By-Laws

- 12.1 In order to provide additional procedures, duties, or methods of operation, By-Laws for the Local may be established by a two-thirds vote of the general membership voting. By-Laws may be proposed by any two (2) voting members if submitted to the Executive Committee in its proposed final written format. The Executive Committee will have thirty (30) days to present the proposal to the general membership, who will then be given three (3) weeks to consider the proposal before a vote is taken.
- 12.2 Any amendment to such By-Laws, either submitted by signed petition of twenty-five (25) percent of the general membership or by majority vote of the Executive Committee, will be submitted to the general membership for ratification by a simple majority of votes cast.

Article XIII - Rules of Order

13.1 Robert's Rules of Order (revised) shall govern in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, By-Laws, or procedural rules adopted by the Local.

Article XIV - Adoption

14.1 This Constitution shall become effective on January 1, 2006 after approval by the membership.

14.2 Three copies of this Constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers. Copies will also be made available to other affiliated organizations and to the membership.

RATIFIED 3/20/2008

REVISED 4/27/2010

REVISED 4/25/2012

REVISED 10/31/2012

REVISED 11/4/2015