

THE FEDERATION



EL CAMINO COLLEGE FEDERATION OF TEACHERS

Local 1388 of the American Federation of Teachers, AFL-CIO

CONSTITUTION & BY-LAWS

El Camino College Federation of Teachers

Constitution: Revised 1996, 2018, 2019, 2020

By-Laws: 1997

Table of Contents

Constitution for the El Camino College Federation of Teachers	3
Article I: Title of Organization	3
Article II: Purpose	3
Article III: Membership	3
Article IV: Officers	4
Article V: Duties of Officers	5
Article VI: Committees	7
Article VII: Duties of Standing Committees.....	8
Article VIII: Duties of Special Committees	8
Article IX: Executive Committee	10
Article X: Affiliations	11
Article XI: Meetings	12
Article XII: Finance	12
Article XIII: Procedural Rules	12
Article XIV: Constitutional Amendment	12
Article XV: Availability of the Constitution	13
By-Laws of the El Camino College Federation of Teachers.....	14
Article I: Dues	14
Article II: Complaints and Grievances	14
Article III: Amendment Procedure.....	15

Constitution for the El Camino College Federation of Teachers

Local 1388

Revised 1996, 2018, 2019, 2020

Article I: Title of Organization

This organization shall be known as the El Camino College Federation of Teachers (ECCFT), Local 1388.

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 at El Camino Community College.

Article III: Membership

- Section 1. All “Faculty Members” as identified in Article I, “RECOGNITION”, of the current Agreement between the ECCFT and the ECC District shall be eligible for membership in the ECCFT.
- Section 2. Faculty members on leave from the District may obtain a temporary suspension of their membership upon written notification to the ECCFT prior to such suspension.
- Section 3. Any faculty member who fails to pay their dues after notice from the ECCFT shall be dropped from the local membership and their names removed from the records of the National and State offices.
- Section 4. Supervisory personnel who teach one-half or more of a full-time teaching load may be admitted to membership at the discretion of the Executive Committee, provided that they are not in positions of hiring and/or dismissing other persons.

- Section 5. No discrimination shall ever be shown toward individual faculty members or applicants for ECCFT membership because of sex, race, color, creed, age, religion, sexual orientation, social status or national origin.
- Section 6. Special Members: Retired
- a. Retired membership shall be open to all retired personnel of the El Camino Community College District who have held active membership in ECCFT for at least one year.
 - b. A retiree chapter shall be established within the ECCFT for the purposes of:
 - i. Maintaining the ties of professional unity between working members and retirees;
 - ii. Representing and promoting the interests of retired members in the ECCFT, its affiliates, the labor movement and the community; and
 - iii. Providing a forum for exchanging information of interest and benefit to retired members and for the expression of their views
 - c. All members of the retiree chapter shall hold simultaneous membership in the state and national affiliate as a retiree.
 - d. The retiree chapter shall establish bylaws that delineate membership, officers, committees and their responsibilities.
 - e. The retiree chapter president or a designee shall serve as a member of the executive committee of ECCFT and may have voting privileges on all matters except contractual considerations and issues of working conditions.

Article IV: Officers

- Section 1. The following officers shall be elected by the membership for a two-year term (except Vice President-Part Time which is elected to a one-year term) in elections held during odd or even years as specified:
- a. President (Odd)
 - b. Executive Vice President (Even)
 - c. Part-Time Vice President (Annual)
 - d. Treasurer (Even)
 - e. Secretary (Odd)
 - f. Chairperson, Committee on Political Education (COPE) (Even)
 - g. Delegate, Los Angeles County Federation of Labor (Odd)
- Section 2. Faculty members in good standing as members of the ECCFT for at least one year prior to the election shall be eligible as candidates for Executive Vice President,

Part Time Vice President, Treasurer, Secretary, COPE Chair, and LACFL Delegate.

- Section 3. Faculty members in good standing as members of ECCFT for at least two years and having one year experience on a union executive committee or equivalent shall be eligible as candidates for President.
- Section 4. Officers shall be elected by secret ballot either by campus mail, online voting platform or at a general membership meeting called for that purpose. The method of election shall be determined by the Executive Committee. However, if one-fourth of the total membership petitions for a general membership meeting for the purpose of electing officers at least ten (10) days prior to the scheduled election, then the election shall be conducted at such a meeting.
- Section 5. The 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 majority of all votes cast shall constitute the basis for election to office.
- Section 6. An officer of the ECCFT, whether elected or appointed, may be removed from office prior to the expiration of their term for act(s) detrimental to the interests of the ECCFT upon presentation to the ECCFT Executive Committee 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 Committee 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 removed. If the vote is in the affirmative, the office shall immediately be filled on an interim basis by the Executive Committee until such time as an election is held pursuant to this Article. If the position is appointive, the ECCFT President shall fill the vacancy subject to the approval of the Executive Committee.

Article V: Duties of Officers

- Section 1. The duties of the President shall include:
- a. Presiding at meetings of the ECCFT, including the Executive Committee.
 - b. Serving as an ex-officio member of all ECCFT committees.
 - c. Signing all necessary papers and documents
 - d. Representing the ECCFT 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 the ECCFT and outlining plans for the future.

Section 2. The duties of Executive Vice President 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 the ECCFT as may be determined by the Executive Committee.

Section 3. The duties of Part-Time Vice President shall include:

- a. Performing all presidential duties in the absence of the President and Executive Vice President.
- b. Serving in a liaison capacity as one of the primary communication links representing part-time faculty interests and concerns within the ECCFT leadership.
- c. Carrying out such additional executive and administrative responsibilities on behalf of the ECCFT as may be determined by the Executive Committee.

Section 4. The duties of the Treasurer shall include:

- a. Maintaining the complete financial records of the ECCFT.
- b. Depositing all incomes in the name of the ECCFT and paying all expenditures as authorized by the adopted ECCFT budget or by action of the Executive Committee.
- c. Maintaining the membership rolls of the ECCFT.
- d. Preparing all reports in a timely manner as required by government agencies as well as the AFT and CFT.
- e. Preparing appropriate monthly statements for the Executive Committee and annually for the membership following the close of the ECCFT fiscal year.
- f. Preparing proposed operating budget at least one month prior to the close of the current ECCFT fiscal year for consideration and adoption by the Executive Committee.

Section 5. The duties of the Secretary shall include:

- a. Recording the minutes of all general membership and Executive Committee meetings.
- b. Issuing all notices and answering all correspondence at the direction of the President and the Executive Committee, with the assistance of the Executive Director.
- c. Acting as the custodian of the seal and the charter of the ECCFT.

Section 6. The duties of the COPE Chairperson shall include:

- a. Acting as the political action arm of the ECCFT on those matters of professional interest and concern that are being impacted by actions at the national, state and local levels of government.

- b. Interacting with COPE counterparts within the AFT, CFT and Los Angeles County Federation of Labor.
- c. Disseminating political information to ECCFT constituents as provided by subsection a of this section.
- d. Recommending positions concerning candidates and issues, including ballot propositions, as these may relate to protecting and promoting ECCFT and constituent professional interests.
- e. Engaging in fundraising activities in order to further the interests of the ECCFT and its constituents.
- f. Representing the ECCFT with the Los Angeles County Federation of Labor.

Section 7. The duties of the Los Angeles County Federation of Labor Delegate shall include:

- a. Representing the ECCFT at meetings of the Los Angeles County Federation of Labor COPE and such other meetings of the Federation as may be directed by the Executive Committee.

Article VI: Committees

Section 1. Standing committees of the ECCFT shall include the following:

- a. Editorial Board (PROOF)
- b. Dispute Resolution/Professional Relations (Grievance)
- c. Committee on Political Education (COPE)

Section 2. Special committees of the ECCFT shall include:

- a. Contract Writing
- b. Negotiations
- c. Nominations
- d. Legislation
- e. Constitutional and By-Law Revision

Section 3. The President, with the consent of the Executive Committee, shall appoint the chairpersons and members of standing and special committees, except as that membership may be specified by ECCFT Constitution or By-Laws.

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

Article VII: Duties of Standing Committees

- Section 1. The Editorial Board shall consist of the Executive Committee or its appointees as approved by the Committee and the Editor(s) of PROOF. The Board shall be responsible for the preparation of the ECCFT newsletter, PROOF, as well as for publicity and public relations campaigns for the benefit of the ECCFT.
- Section 2. The Dispute Resolution/Professional Relations Committee shall respond to all complaints as provided in the current Agreement between the ECCFT and the District.
- Section 3. The Committee on Political Education shall act as the political action arm of the ECCFT, actively engaging in appropriate fund raising activities designed to protect and promote the professional interests of the ECCFT and the faculty members it is charged to represent.

Article VIII: Duties of Special Committees

- Section 1. Contract Writing Committee
- a. The Contract Writing Committee shall prepare contract negotiating proposals for review by the Executive Committee 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 the ECCFT's constituency.
 - b. ECCFT members of each District Division shall elect one representative from the ECCFT membership of each Division to represent that Division on the Committee
 - c. Two part-time faculty members shall be elected at large from the membership of the part-time ECCFT members.
 - d. Only ECCFT members shall be eligible for election to the Contract Writing Committee
 - e. The members of the Contract Writing Committee shall recommend to the Executive Committee those members willing to serve on the Negotiating Committee, as described in Section 2 of this Article, as well as the person(s) recommended to serve as Chairperson of the Negotiating Committee.
 - f. The convening of the Contract Writing Committee shall not be required prior to negotiating a specific issue(s) of a contract reopener that is limited in the

scope of sunshined negotiation's discussions, as determined by the ECCFT Executive Committee.

Section 2. Negotiating Committee

- a. The Negotiating Committee shall conduct the contract negotiations with the District. It shall have the authority to modify ECCFT contract proposals, accept or reject District proposals, and grant tentative approval of contract proposals pending ratification by a simple majority of the ECCFT members voting by paper ballot, by online voting, or at a general membership meeting called for that purpose. The Chief Negotiator (Committee Chairperson) and the members of the Negotiating Committee shall be appointed by the ECCFT President subject to the approval of the Executive Committee, and the Secretary of the Negotiating Committee shall be a designee as selected by the Executive Committee. The Chief Negotiator shall be the principal spokesperson for the Committee and the Secretary shall record the proceedings of the negotiations.
- b. Every reasonable effort shall be made in the appointment process to ensure that the diversity of interests represented by the ECCFT shall be adequately reflected on the Committee and/or have access whether directly or indirectly to the negotiation's process.
- c. Only members of the ECCFT shall be eligible for selection by the Executive Committee to serve on the Negotiating Committee.

Section 3. Nominations Committee

- a. The Nominations Committee shall be appointed by the President with the approval of the Executive Committee at least thirty (30) days prior to the date of the general membership meeting for the purpose of electing ECCFT officers.
- b. The Committee shall prepare for the membership a slate of candidates for the various elective ECCFT 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 Committee specifying: (a) the date of the election, and (b) whether the election will be conducted by secret mail ballot, online voting platform or secret ballot at a general membership meeting.
- c. If the election is to be conducted by secret mail ballot, the members may submit to the Executive Committee candidate nominations for any elective office. Such nominations must be received at least five (5) days prior to the date of the election and shall be included on the mail 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. Legislation Committee

The Legislative committee shall consider legislative recommendations from the AFT, CFT and the Los Angeles County Federation of Labor. The Committee may also initiate recommendations to these bodies, subject to the approval of the Executive Committee. The Committee shall study proposed legislative proposals which may affect the ECCFT, the District and California community colleges in general.

Section 5. Constitutional and By-Law Revision Committee

The Constitutional and By-Law Revision Committee shall review the ECCFT Constitution and By-Laws as necessary in order to ensure that the governing procedures of the ECCFT remain current and functional.

Article IX: Executive Committee

Section 1. The Executive Committee of the ECCFT shall consist of the following:

- a. Elected ECCFT Officers
- b. Chairperson of the Negotiating Committee
- c. Immediate past ECCFT President
- d. Chairperson of Dispute Resolution/Professional Relations Committee
- e. Editor of PROOF
- f. President of ECCFT 1388R Retiree Chapter or designee
- g. Member of the ECCFT serving as an elected officer of the AFT or the CFT

Section 2. The Executive Committee shall administer the policies of the ECCFT and it shall have the authority to act on behalf of the ECCFT membership under those conditions where policy cannot be formulated by the full membership. The Executive Committee shall have the authority to establish special committees in addition to those specified in Article VI, Section 2.

Section 3. The ECCFT President shall serve as the Chairperson of the Executive Committee.

Section 4. The Executive Committee shall determine the time and location of Committee meetings. ECCFT members shall be so informed and that their attendance is welcomed.

Section 5. The Executive Committee 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 the ECCFT.

- Section 6. The Executive Committee shall report its activities on a regular basis at membership meetings and/or in PROOF.
- Section 7. A quorum, consisting of a majority of the members of the Executive Committee, must be present at the Committee meetings in order to conduct ECCFT business.

Article X: Affiliations

- Section 1. The ECCFT shall maintain affiliation with the following organizations:
- a. THE AMERICAN FEDERATION OF TEACHERS.
All delegates and alternates to the national convention of the AFT shall be selected by a majority vote at a general membership meeting or by mail secret ballot. Notice of the election shall be sent to the ECCFT members at least twenty (20) days prior to the meeting. The President and Secretary 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 twenty (20) days prior to the convening of the convention at a general membership meeting or by secret mail ballot.
 - c. The ECCFT President or designee selected by the Executive Committee shall represent the ECCFT at the state Federation of Labor Convention.
- Section 2. Delegates shall submit reports to the Executive Committee concerning all meetings attended on behalf of the ECCFT.
- Section 3. The ECCFT shall pay the reasonable expenses incurred by those delegates and alternates authorized to attend meetings and conventions by the Executive Committee.
- Section 4. Delegates and alternates to affiliated organizations shall be members in good standing of the ECCFT for at least one year.
- Section 5. The ECCFT 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 Committee may call such additional meetings at its discretion, or if a petition signed by one-fourth of the total membership requests such as a meeting.
- Section 2. A quorum at a general membership meeting shall consist of ten percent of the total ECCFT membership.

Article XII: Finance

- Section 1. The formula used to determine membership dues may be amended by a majority vote of the membership present at a general membership meeting, provided that the membership has been notified of such a proposed amendment at least thirty (30) days prior to the general membership meeting.
- Section 2. Additional revenues may be obtained for the ECCFT through fundraising activities discretionary with the Executive Committee.
- Section 3. An audit may be called for at any time by a majority of the Executive Committee or by a majority vote at a general membership meeting or by a petition signed by one-fourth of the ECCFT membership. Such an audit shall be performed by a professional auditor.
- Section 4. The Executive Committee shall establish the fiscal year to be used for ECCFT accounting.

Article XIII: Procedural Rules

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

Article XIV: Constitutional Amendment

- Section 1. A proposed amendment may be submitted by the Executive Committee at least ten (10) days prior to a general membership meeting. A two-thirds vote of those present at the meeting shall be sufficient to adopt the amendment.
- Section 2. A proposed amendment may be submitted to the membership by campus mail or email by the Executive Committee. ECCFT members shall vote by secret mail or

online ballot supplied by the ECCFT. A two-thirds vote of those voting shall be required to adopt said amendment.

Article XV: Availability of the Constitution

Section 1. Copies of this Constitution shall be available upon request to the ECCFT.

By-Laws of the El Camino College Federation of Teachers

Local 1388

1997

Article I: Dues

- Section 1. ECCFT yearly dues shall be set at .32% of the amount of Step 7, Class III, of the academic year salary schedule for faculty members, plus the per capita fees required for ECCFT affiliations and for insurance plans for which all ECCFT are beneficiaries. The amount shall be rounded to the nearest dollar.
- Section 2. The dues shall be from July 1 through June 30 of the calendar year; paid tenthly.
- Section 3. Dues may be paid directly to the ECCFT Treasurer or by payroll deduction.
- Section 4. Semester dues for part-time faculty members shall be 11.5% of the annual dues of full-time faculty members. The amount for each semester shall be rounded to the nearest dollar.

Article II: Complaints and Grievances

- Section 1. Any faculty member may file a written complaint against the ECCFT with the Executive Committee 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 Committee shall appoint three ECCFT 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 ECCFT 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 the ECCFT.

Section 5. If the complainant(s) is not satisfied with the panel's decision, a written appeal may be filed with the ECCFT Executive Committee within five working days of the panel's decision. The Executive Committee shall review the panel's decision and then issue its decision, which shall conclude this process.

Article III: Amendment Procedure

The ECCFT By-Laws may be amended by a majority vote of the members voting at any general membership meeting provided that the proposed amendment shall be in writing and accompany the announcement of the membership meeting at least seven (7) days prior to the meeting being held.