

THE FEDERATION

EL CAMINO COLLEGE FEDERATION OF TEACHERS

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

Constitution and By-Laws

Constitution: Revised 1996, 2018, 2019, 2020, 2021

By-Laws: 1997, 2021

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Constitution for the El Camino College Federation of Teachers

Local 1388

Revised 1996, 2018, 2019, 2020, 2021

Article I: Title of Organization

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

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 Federation and the ECC District shall be eligible for membership in the Federation.

Section 2. Faculty members on leave from the District may obtain a temporary suspension of their membership upon written notification to the Federation prior to such suspension.

Section 3. Any faculty member who fails to pay their dues after notice from the Federation 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 Board, 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 the Federation membership because of sex, gender identity, 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 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 Faculty Vice President (Annual)
- d. Treasurer (Even)
- e. Secretary (Odd)
- f. Chief Grievance (Even)
- g. Communications (Odd)
- h. Organizing (Even)

Section 2. Faculty members in good standing as members of the Federation for at least one year prior to the election shall be eligible as candidates for Executive Vice President, Part Time Faculty Vice President, Treasurer, Secretary, Chief Grievance Officer, Communications Officer, and Organizing Officer.

Section 3. Faculty members in good standing as members of the Federation for at least two years and having one year experience as an Executive Board officer 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 Board. 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 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 Federation, 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 Federation upon presentation to the Federation 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 removed. If the vote is in the affirmative, 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 Federation President shall fill the vacancy subject to the approval of the Executive Board.

Section 7. If an officer position becomes vacant, the Executive Board will appoint a member to fill the position until the next scheduled election occurs. The next scheduled election will be used to fill that position.

Article V: Duties of Officers

Section 1. The duties of the President shall include:

- a. Presiding at meetings of the Federation, including the Executive Board.
- b. Serving as an ex-officio member of all Federation committees.
- c. Signing all necessary papers and documents.
- d. Representing the Federation 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 Federation and outlining plans for the future.
- g. Acting as co-signer on all financial accounts.
- h. Pre-approve budgeted expenditures before being paid by the Treasurer.
- i. Serving an additional six months as an ex-officio (non-voting) executive officer ("Past President") after the conclusion of the elected term.
- j. The president position can be held by co-presidents if elected by the membership.
- k. The President will have final oversight of the COPE.

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 Federation as may be determined by the Executive Board.
- c. Acting as co-signer on all financial accounts.
- d. Perform monthly reconciliations for all accounts.

Section 3. The duties of Part-Time Faculty 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 Federation leadership.
- c. Carrying out such additional executive and administrative responsibilities on behalf of the Federation as may be determined by the Executive Board.
- d. Attend conferences that address part-time related issues.
- e. Chair Part-Time Faculty Committee

Section 4. The duties of the Treasurer shall include:

- a. Maintaining the complete financial records of the Federation.
- b. Acting as a co-signer on all financial accounts.
- c. Depositing all incomes in the name of the Federation and paying all affiliate PerCaps and paying all expenditures as authorized by the adopted Federation budget or by action of the Executive Board.
- d. Preparing all reports in a timely manner as required by government agencies as well as the AFT and CFT.
- e. Preparing monthly budget reports for the Executive Board.
- f. Preparing an annual financial report for the membership following the close of the Federation's fiscal year.
- g. Calculating and reporting yearly changes in dues (including AFT, CFT, and LACFL PerCaps, associated insurance policy changes, etc.) to the membership and district payroll staff by June of each year.
- h. Preparing proposed operating budget at least one month prior to the close of the current Federation fiscal year for consideration and adoption by the Executive Board.
- i. Serving an additional three months as an ex-officio (non-voting) executive officer ("Past Treasurer") after the conclusion of the elected term.

Section 5. The duties of the Secretary shall include:

- a. Recording the minutes of all general membership and Executive Board meetings.
- b. Issuing all notices and answering all correspondence at the direction of the President and the Executive Board.
- c. Acting as the custodian of the seal and the charter of the Federation.

Section 6. The duties of the Chief Grievance officer shall include:

- a. Coordinating the enforcement of the contract.
- b. Coordinating grievance trainings for new and existing grievance officers who serve our members.
- c. Chairing as needed a committee to do the work of contract enforcement.
- d. Consulting and informing the Federation Executive Board committee about grievances.

- Section 7. The duties of the Communications officer shall include:
- a. Coordinating the work of consistent communications with members through the Federation's website, digital and paper publications, and social media platforms.
 - b. Coordinating consistent communications with the campus community and the communities we serve.
 - c. Chairing, as needed, a committee to do the communications work of the union.
 - d. Attending meetings and delivering reports as directed by the Executive Board (e.g. BOT, Senate, College Council, COPE, etc.)

- Section 8. The duties of the Organizing officer shall include:
- a. Coordinating the outreach and organizing of members and nonmembers.
 - b. Maintaining the membership rolls of the Federation, including submitting monthly membership updates to the district payroll staff (e.g. addition of new Federation members and removal of members who drop membership or retire).
 - c. Reporting the faculty unit size to the Treasurer each term.
 - d. Chairing the organizing committee to do the member organizing and outreach of the union.

Article VI: Committees

- Section 1. Standing committees of the Federation shall include the following:
- a. Communications Committee
 - b. Grievance Committee
 - c. Committee on Political Education (COPE)
 - d. Organizing Committee
 - e. Research Committee
 - f. Part-Time Faculty Committee

- Section 2. Special committees of the Federation shall include:
- a. Contract Writing
 - b. Negotiations
 - c. Nominations
 - d. Constitutional and By-Law Revision
 - e. Audit committee

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

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

Article VII: Duties of Standing Committees

Section 1. The Communications Committee shall be responsible for consistent communications with members through the Federation’s website, digital and paper publications, social media platforms and for communicating with the campus community and the communities we serve.

Section 2. The Grievance Committee shall respond to all complaints as provided in the current Agreement between the Federation and the District.

Section 3. The Committee on Political Education shall act as the political action arm of the Federation, actively engaging in appropriate fund-raising activities designed to protect and promote the professional interests of the Federation and the faculty members it is charged to represent. The COPE committee consists of all members who donate to COPE.

Section 4. The Organizing Committee shall act as the organizing arm of the Federation. It will be in charge of outreach to members and non-members.

Section 5. The Research Committee shall act as the research arm of the Federation. It will be in charge of coordinating the Federation’s ongoing research needs, including contract negotiations.

Section 6. The Part-Time Faculty Committee shall act as the organizing arm of the Federation. It will be in charge of outreach to Part-Time members and non-members.

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 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 the Federation’s constituency.

- b. The Federation members of each District Division shall elect one representative from the Federation membership of each Division to represent that Division on the Committee
- c. Two part-time faculty members shall be appointed by the Part-Time Faculty Committee.
- d. The members of the Contract Writing Committee shall recommend to the Executive Board 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.
- e. 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 sun-shined negotiation's discussions, as determined by the Federation Executive Board.

Section 2. Negotiating Committee

- a. The Negotiating Committee shall conduct the contract negotiations with the District. It shall have the authority to modify the Federation's contract proposals, accept or reject District proposals, and grant tentative approval of contract proposals pending ratification by a simple majority of the Federation members voting by paper ballot, by online voting, or at a general membership meeting called for that purpose. The Chief Negotiator (Committee Chair) and the members of the Negotiating Committee shall be appointed by the Federation President subject to the approval of the Executive Board, and the Secretary of the Negotiating Committee shall be a designee as selected by the Executive Board. 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 Federation shall be adequately reflected on the Committee 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.
- b. The Committee shall prepare for the membership a slate of candidates for the various elective Federation 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: (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 Board 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. Constitutional and By-Law Revision Committee

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

Section 5. Audit Committee

The Audit Committee shall review the Federation finances and produce a report with recommendations at least every other year. Any officer who prepares financial records will be a consultant to this committee, but may not serve on the committee.

Article IX: Executive Board

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

- a. Elected Federation Officers (voting)
- b. Negotiating Committee Chair (non-voting)
- c. Immediate past Federation President (non-voting)
- d. President of Federation 1388R Retiree Chapter or designee (non- voting)
- e. Member of the Federation serving as an elected officer of the AFT or the CFT (non-voting)

Only the following officers will have voting rights on the Executive Board: President, Vice President, Part Time Faculty Vice President, Treasurer, Secretary, Chief Grievance Officer, Communications Officer, and Organizing Officer.

Section 2. The Executive Board shall administer the policies of the Federation and it shall have the authority to act on behalf of the Federation membership under those conditions where policy cannot be 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 3. The Federation President shall serve as the Chairperson of the Executive Board.
- Section 4. The Executive Board shall determine the time and location of Board meetings. Federation members shall be so informed and that their attendance is welcomed.
- Section 5. The Executive Board shall have the authority to employ and evaluate all personnel whether full or part-time, and such other persons as may be determined based on the needs and finances of the Federation. The President shall coordinate all employee matters and evaluations through a committee made up of members of the Executive Board.
- Section 6. The Executive Board shall report its activities on a regular basis at membership meetings and through the Federation's website, digital and paper publications, and social media platforms.
- Section 7. A quorum, consisting of a majority of the voting members of the Executive Board, must be present at the Board meeting in order to conduct the Federation's business.

Article X: Affiliations

- Section 1. The Federation 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 Federation 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 Federation President or designee selected by the Executive Board shall represent the Federation at the state Federation of Labor Convention.
- Section 2. Delegates shall submit reports to the Executive Board concerning all meetings attended on behalf of the Federation.

- Section 3. The Federation shall pay the reasonable expenses incurred by those delegates and alternates authorized to attend meetings and conventions by the Executive Board. The Federation will develop and maintain operating procedures for expense reimbursement for those authorized to attend meetings and conventions. Electronic copies of these operating procedures will be available upon request.
- Section 4. Delegates and alternates to affiliated organizations shall be members in good standing of the Federation for at least one year.
- Section 5. The Federation 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 each fall and spring semester. 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 as a meeting.
- Section 2. A quorum at a general membership meeting shall consist of ten percent of the total Federation 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 Federation through fundraising activities discretionary with the Executive Board.
- Section 3. An audit may be called for at any time by a majority of the Executive Board or by a majority vote at a general membership meeting or by a petition signed by one-fourth of the Federation membership.
- Section 4. The Executive Board shall establish the fiscal year to be used for Federation accounting.

Article XIII: Procedural Rules

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

The Federation Constitution and By-Laws will supersede all Federation policies and procedures in cases of dispute.

Article XIV: Constitutional Amendment

Section 1. A proposed amendment may be submitted by the Executive Board 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 Board. Federation members shall vote by secret mail or online ballot supplied by the Federation. A two-thirds vote of those voting shall be required to adopt said amendment.

Article XV: Availability of the Constitution

Section 1. A copy of this Constitution shall be available on the Federation website. Electronic copies of this Constitution shall be available upon request.

By-Laws of the El Camino College Federation of Teachers

Local 1388

Last updated 02/22/2021

Article I: Dues

- Section 1. The Federation 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 the Federation affiliations and for insurance plans for which all the Federation members are beneficiaries. The amount shall be rounded to the nearest dollar.
- Section 2. The dues shall be automatically deducted from each paycheck paid based on El Camino College payroll.
- Section 3. Dues may be paid directly to the Federation 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 Federation 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 Federation 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 Federation 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 Federation.

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

Article III: Amendment Procedure

The Federation 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.