

**BYLAWS OF
THE COAST FEDERATION OF EDUCATORS
AMERICAN FEDERATION OF TEACHERS, LOCAL 1911**

ARTICLE I GENERAL MEMBERSHIP MEETINGS

A. There shall be a general membership meeting at least once each academic year on a date to be determined by the Executive Council. Special meetings of the membership may be called by the President, by the Executive Council, or by petition of fifty (50) Federation Members.

B. A quorum shall be required for any membership meeting at which any question is put to a vote of those present. A quorum shall be twenty-five members or twenty percent of the membership, whichever is least.

ARTICLE II DUES

A. Local dues for Members who are full-time shall be .7% of their base salary, and shall not include any overload, inter-session or summer assignments, or stipends. Local dues for members with assignments of 50% to 60% of a full load shall be calculated by an audited formula. Total dues shall include affiliate per capita charges which shall be added to local dues.

B. Local dues for Regular Members shall be determined by a majority of the votes of those ballots cast by Regular Members in good standing of AFT Local 1911. Notice of a proposed change in the local dues structure shall be sent to the members of the Local thirty (30) days prior to the balloting process. The balloting may be conducted by mail or by on-site (secret) ballot.

C. Dues for Associate Members shall be determined from time to time by the Executive Council.

ARTICLE III VICE PRESIDENTS

Elected vice presidents shall be apportioned using the following formula:

0 – 100	members-	2 vice presidents
101 – 150	members-	1 vice president additional
151 – 200	members-	1 vice president additional
201 – 250	members-	1 vice president additional
251 – 300	members-	1 vice president additional

Each college shall have at least two vice presidents. The number of vice presidents from each college shall be based on the number of full-time faculty who are members in good standing of the Local from each college.

In addition, there shall be one vice president from each college with assignments between 50% and 60% representing part-time faculty who are members in good standing of the Local. These vice presidents shall be elected by the members.

ARTICLE IV EXECUTIVE COUNCIL

A. The Executive Council shall meet monthly during the academic year. The president of the Local may call special meetings at any time. If a member of the Executive Council is absent without good and sufficient cause from three (3) consecutive regular meetings, that office shall be considered vacant. The Executive Council shall determine which absences are for good and sufficient reason; the officer whose absence is in question shall not vote in that determination.

B. Duties of Officers

1. The president shall preside at all membership meetings of the Local and at meetings of the Executive Council. The president shall be an *ex-officio* member of all committees, shall sign all necessary papers and documents, and shall represent the Local when and where necessary. The president shall be an *ex-officio* delegate to the conventions of the California Federation of Teachers, the American Federation of Teachers, and the California Labor Federation. The president shall make a report to the membership at least once a year summarizing the accomplishments of the Local and outlining plans for the following year.
2. The vice presidents shall perform all duties of the president in the absence of that officer and as assigned by that officer.
3. The secretary shall issue all notices, shall answer correspondence at the direction of the president, and shall report outside correspondence to the president and the Executive Council. The secretary shall be the custodian of the seal and charter of the Local. The secretary shall record the minutes of the Executive Council and of general membership meetings.
4. The duties of the treasurer shall be the following:
 - a. To receive, record, and deposit in the name of the Local all moneys from dues and other sources.
 - b. To keep the membership roll, and to issue receipts and delinquent notices.

- c. To forward all per capita dues and current membership lists to the office of the American Federation of Teachers and to the California Federation of Teachers to keep this Local in good standing at all times.
- d. To keep adequate records available at all times for the Executive Council and Audit Committee. The Audit Committee shall be comprised of three members in good standing of the Local, to be appointed by the Executive Council; however, no member who has received, during the period to be audited, either compensation for services to the Local or substantial reimbursements for expenditures shall serve on the Audit Committee.
- e. To pay all bills authorized by the budget, retaining voucher or invoice for the same. Bills not authorized in the budget must be presented to the Executive Council for authorization.

ARTICLE V STANDING COMMITTEES

The Executive Board shall have the power to create and dissolve standing and ad hoc committees as necessary with the exception of the Negotiations Team. The chairs and membership of the committees will appointed by the Executive Board for a one-year term and consist of members in good standing. The Executive Board shall appoint at least one full-time and one part-time member to each committee.

ARTICLE VI ELECTION PROCEDURES

A. Election Procedures. Subject to any requirements of law, the procedures in this section shall govern the election of CFE officers, delegates to the Orange County Central Labor Council, and delegates to the conventions of affiliated labor organizations (e.g., CFT, AFT, AFL-CIO).

B. General Provisions for All Elections

- 1. Election Calendar. Prior to each election of officers and/or delegate(s), the Executive Council shall adopt a resolution setting the calendar for announcement of the election, nominations, and balloting.
- 2. Elections Committee. Prior to each election, the Executive Council shall appoint an Election Committee composed of three Federation Members, who shall not be candidates in such election. No more than one committee member shall be a member of the Executive Council. Before exercising their duties, the Election Committee shall review the requirements of the federal *Labor-Management Reporting and Disclosure Act*. The Elections

Committee shall prepare and send an official *Notice of Nomination and Election* to Federation Members via U.S. Mail.

3. Nominations. Any member in good standing may be nominated for a position for which he/she is otherwise eligible under the CFE Constitution. In order to be eligible to serve as an officer, a candidate must have been a member in good standing for a period of one year prior to being elected, unless they are a part-time faculty member (Constitution, Article, VI, A. 1.). Members in good standing may nominate themselves or other members. A member in good standing shall be one whose dues have been paid through the end of the month preceding the nomination deadline.
4. Balloting. Officers and delegates shall be elected by secret ballot. Ballots may be distributed and returned by either U.S. Mail or district mail. If the official *Notice of Nomination and Election* so provides, ballots for convention or Central Labor Council delegates shall be distributed and cast at a General Membership Meeting of the Local.
5. Run-off Elections. Run-off elections shall be held when required as described in Article VI, C, 7 and Article VI, D. Write-in candidates shall not be permitted in any run-off election.
6. Retention of Election Records. All nomination forms and ballots shall be retained by the Federation for at least one (1) year following the due date of the election, or until any dispute about the results or the conduct of the election has been finally resolved, whichever is later. A copy of the official *Notice of Nomination and Election* and other publications or documents concerning the conduct of the election shall be retained for the same period of time.

C. Election of Officers.

1. Overlapping Terms of Office. Effective in 2008, all federation officers shall be elected to overlapping terms of two years.
 - a. In 2007 and all subsequent years, the President and Treasurer shall be elected in odd-numbered years.
 - b. In 2007 the Secretary shall be elected for a term of one year; in 2008 and all subsequent years, the Secretary shall be elected in even-numbered years.
 - c. Immediately after the election of the Vice Presidents in 2007, the winning candidates shall draw lots to determine which of them shall serve a one-year term and which of them shall serve a two year term. The lots shall be equally divided between one- and two-

year terms. The total number of lots shall be equal to the total number of Vice President positions elected in that year, provided, however, that one additional lot shall be created if necessary to have an even number of lots.

2. Nominations and write-ins. In the election of CFE officers, a member may nominate one person for each office. However, a member may nominate only one person for all vice president positions at a given college.

The Election Committee shall solicit the agreement of all nominated candidates to serve. No nominee's name shall be placed upon the ballot unless he or she has agreed to serve, if elected.

The ballot for election of officers shall provide for a write-in candidate for each office.

3. Voting for candidates. Each Federation member may vote for one candidate for each officer position. However, a Federation member may vote for each vice president position at all three colleges.
4. President. The Federation President shall be elected by a majority of those votes cast. If no candidate receives a majority, the two candidates receiving the greatest number of votes shall appear on the ballot of a properly noticed run-off election.
5. Secretary and Treasurer. The Federation Secretary and Federation Treasurer shall be elected by a plurality of at least forty percent (40%) of those votes cast for their respective offices. If no candidate for Secretary or Treasurer receives such plurality, the two candidates receiving the greatest number of votes cast for that office shall appear on the ballot of a properly noticed run-off election.
6. Vice Presidents. The Federation Vice President(s) for each college shall be elected by a plurality of all votes cast for the vice president position(s) at that college.
7. Tie Votes. In the event of a tie between two or more candidates who otherwise would be elected, those tied candidates shall appear on a run-off ballot. In the event of such a tie in a run-off election, the winning candidates shall be determined by lot. The lots shall be drawn in the presence of the tied candidates.
8. Write In Candidates Where No Member Has Been Nominated. In the event no one is nominated for one of the positions on the ballot, write in

candidates must receive at least five (5) votes in order to win a seat unopposed.

D. Election of Delegates. If the *Notice of Nomination and Election* of convention or Central Labor Council delegates so provides, those delegates shall be elected by secret ballot by those members present at a membership meeting duly announced and convened in accordance with the CFE Constitution and these Bylaws.

1. Funding and reimbursement. Prior to the *Notice of Nomination and Election* of convention delegates, the Executive Council shall adopt a resolution determining the number of delegates to be funded and those necessary delegate expenses to be reimbursed. If all delegates are not to be funded, those delegates receiving the greatest number of votes cast shall be funded. The funding and reimbursement policy shall be summarized in the *Notice of Nomination and Election*.
2. Nominations and write-ins. In the election of convention delegates, members may nominate themselves, in addition to one other member.

The ballot shall provide for the election of delegates equal in number to the Local's authorized delegate voting strength, less one position which shall be filled ex-officio by the Federation President.

Write-in candidates shall be permitted in the election of delegates only if:

- a. the number of nominees is fewer than the number of delegate positions; or,
 - b. only one delegate is to be elected.
3. Voting. Each Federation member may vote for delegate candidates equal in number to the delegate positions to be elected.
 4. Election by majority or plurality. If two or more delegates are to be elected, each shall be elected by a plurality of the votes cast, in descending order of the votes each has received. In the event of a tie between candidates for the last delegate position, the winning candidate shall be determined by lot.

If only one delegate is to be elected, he or she shall be elected by a majority of those votes cast. If no candidate receives a majority, the two candidates receiving the greatest number of votes shall appear on the ballot of a properly noticed run-off election.

5. Ranking of delegates. When more than one delegate position is elected, the Federation President shall serve as the lead delegate, with the other

delegates ranked in descending order according to the votes each has received.

6. Alternate delegates. When the number of candidates exceeds the number of delegate positions, those candidates not elected as delegates shall be alternate delegates, ranked in descending order according to the votes each has received. Alternate delegates shall not exceed the total number of delegate positions.

ARTICLE VII INTERNAL REVIEW PANEL

- A. The following procedures shall apply in the event of an internal Federation dispute. A “dispute” shall be any of the following:
 1. a disagreement about the interpretation and/or application of the Constitution or Bylaws of AFT Local 1911;
 2. a complaint by a Federation member alleging that an action by the Federation has adversely affected his/her individual status or rights as a member of Local 1911;
 3. a complaint by a Federation member alleging misconduct by one or more officer(s). Disagreements about policy matters shall not be subject to these procedures; or,
 4. a complaint by a bargaining unit member that the Federation has not met its legal duty of fair representation.

B. The Federation Internal Disputes Panel (the “Panel”) shall hear any dispute enumerated in sub-paragraph a., above, upon submission of a written request by a member of Local 1911 or a member of the bargaining unit, as appropriate.

The Panel shall consist of two (2) Federation members (one member chosen by the complainant, one member chosen by the Federation Executive Council) and a chairperson chosen by the first two members from a list provided by the Orange County Mediation Service.

The chairperson of the panel shall not be a member of Local 1911, nor shall he/she have been a member during any of the five years immediately preceding his/her appointment to the Panel. If the first two members are unable to agree upon the chairperson, they shall alternately strike names from the List, the first Panel member to strike a name having been determined by lot.

- C. The non-prevailing party shall assume the administrative costs of the procedure

and the fees and expenses of the chairperson of the Panel. If each party prevails in part, the Panel shall determine each party's respective share of the costs, fees and expenses.

D. To ensure that the complaint is not frivolous or utterly without merit, the complainant shall post a five hundred dollar (\$500) cash bond with the Treasurer of Local 1911 (the "Bond"), and shall receive a receipt signed by the Treasurer. The Panel shall not hear the case until the Bond has been posted. Immediately after reaching its decisions, the tripartite Panel shall, by majority vote, decide whether the Bond shall be returned to the complainant or forfeited to the Federation.

E. The Panel shall have authority to decide the dispute and order a remedy when, in the Panel's judgment, a remedy is warranted; however, the Panel shall not award monetary damages. All decisions of the Panel shall be made by majority vote.

F. The decision of the Panel shall be final, except that either party may challenge it in a court having jurisdiction over the parties and the subject matter of the dispute.

ARTICLE VIII NEGOTIATIONS TEAM

A. Members of the Negotiation Team shall be solicited by the President of the Federation from the Executive Board and the membership at large. Once the President has selected a team from those volunteering, the Executive Committee shall adopt the Team.

B. The Chief Negotiator is the chairperson of the negotiating team, and will be the President of the Federation or appointed by the President.

C. The President, in consultation with the Executive Board, may request individuals or small groups not on the Negotiations Team to research specific questions to aide in the negotiations.

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