



Constitution of Citrus College Adjunct Faculty Federation

American Federation of Teachers Local 6352

ARTICLE I

NAME

This organization shall be known as CITRUS COLLEGE ADJUNCT FACULTY FEDERATION, Local #6352, CFT, AFT, AFL-CIO.

(Hereafter known as CCAFF)

ARTICLE II

OBJECTIVES

The purpose of this organization shall be to:

- a. advance the economic, social, and political well-being of the membership;
- b. promote the improvement of standards in the employment situation of the membership;
- c. encourage mutual understanding and cooperation among the membership;
- d. promote the interests of citizens who are served by the membership;
- e. promote the effectiveness and quality of the institutions in which our members work; and
- f. promote democracy, equality, and trade unionism in the society at large.

ARTICLE III

MEMBERSHIP

Section 1. All employees of Citrus Community College District who are specified in ARTICLE 2 RECOGNITION of the Collective Bargaining Agreement, and who are not supervisors or managers, are eligible for membership in CCAFF.

Section 2. No person shall be denied membership, nor shall CCAFF ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, disability, social, political, or economic status, or national origin.

Section 3. Discipline of members.

- a. A member may be disciplined by CCAFF for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.
- b. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.

c. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.

d. At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a simple majority of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.

e. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A two-thirds (2/3) vote of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

Section 4. A member in good standing is defined as a member for whom there is a signed membership form on file with CCAFF and is paying dues through their normal payroll deduction. A member who is not employed during one or more Fall and Spring academic sessions, may, for no more than three consecutive regular academic sessions, maintain their good standing by remitting dues to CCAFF on a monthly basis.

Section 5. The Executive Board shall establish guidelines for retiree and emeritus membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

ARTICLE IV ELECTION OF OFFICERS

Section 1. Elections shall be conducted in accordance with the constitutions of AFT , CFT and CCAFF .

Section 2. Officers shall be elected in the spring semester of odd years. Terms of office shall be two years. The CCAFF shall have the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Representation Officer

Section 3. To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election. Retired employees of the District must be dues paying members of the Bargaining Unit for six semesters before being eligible for Executive Board nomination and service.

Section 4. The Elections Committee shall conduct all general and special elections and referenda of the CCAFF pursuant to the By-laws when there is a contested election.

- a. The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Board. The Elections Committee shall elect its chair.
- b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.
- c. Those serving on the Executive Board may not concurrently serve on the Elections Committee.

Section 5. When elections are not contested, the candidates can be confirmed by acclamation.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President shall:

- a. be the presiding officer at all meetings of the membership and the Executive Board;
- b. be an ex-officio member of all standing committees except the Elections Committee;
- c. appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee, and designate delegates to attend meetings as needed.

- d.* be the principal executive officer of the organization;
- e.* receive, report and respond to correspondence of the organization;
- f.* supervise all employees of the organization;
- g.* be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- h.* represent the organization before bodies of the employer, executive and legislative officials;
- i.* represent the organization before the public, community organizations, and the news media;
- j.* be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- k.* be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- l.* make an annual report to the organization's membership;
- m.* be able to delegate the responsibilities of the office except where otherwise specified by the Constitution; and
- n.* perform other duties as assigned by the executive Board or pursuant to the By-laws.

Section 2. The Vice President shall:

- a.* assume the duties of the President in the event of the absence, illness, or death of the President;
- b.* Maintain communication with Citrus College Human Resources Dept. to ensure distribution of "New Employee Introductory Packet" from CCAFF, welcoming and introducing new adjuncts to unionism and Local 6352;
- c.* co-sign financial instruments in the absence of the President or Treasurer;
- d.* Maintain accurate membership records; and
- e.* perform other duties as delegated by the President, or assigned by the Executive Board.

Section 3. The Secretary shall:

- a.* maintain the non-financial files and records of the organization;
- b.* be the custodian of the seal and charter of the organization;
- c.* record and keep accurate minutes of meetings of the membership and the Executive Board;
- d.* assist the President in handling the correspondence of the organization;
- e.* oversee the work of, and receive and certify the reports of, the Elections Committee; and
- f.* perform other duties as delegated by the President, or assigned by the Executive Board.

Section 4. The Treasurer shall:

- a.* receive, record and deposit all dues monies and other income in the name of the organization;
- b.* be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- c.* maintain all financial records of the organization;
- d.* arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership;
- e.* transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- f.* perform other duties as delegated by the President or assigned by the Executive Board;
- g.* perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and
- h.* perform other duties as delegated by the President, or assigned by the Executive Board.

Section 5. The Representation Officer shall:

- a. maintain Grievance Files and records of CCAFF;
- b. coordinate representation of Unit members in grievance proceedings; and
- c. inform Unit members of their rights under the collective bargaining agreement and Labor law.

**ARTICLE VI
EXECUTIVE BOARD**

Section 1. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 2. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by CCAFF.

Section 3. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

Section 4. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.

Section 5. The Executive Board has the sole authority to create and adopt By-laws, pursuant to and not inconsistent with this constitution. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.

**ARTICLE VII
COMMITTEES**

Section 1. The Executive Board may establish committees of the CCAFF through the By-laws.

**ARTICLE VIII
MEMBERSHIP MEETINGS**

Section 1. The Executive Board shall be responsible for calling regular membership meetings pursuant to the By-laws.

Section 2. Special meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

**ARTICLE IX
REVENUES**

Section 1. The dues of this organization shall be 1.8% of gross pay deducted monthly by Citrus Payroll, to pay the expenses of the local as well as prevailing per capita amounts for the AFT, State Federation, and AFL-CIO local and state affiliates, and insurance premiums. If members not currently employed by Citrus College want to maintain their memberships they shall pay the union \$10 per month when not employed

by Citrus College. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount.

Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

Section 3. The local union will be responsible for collecting agency fee and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) – (d) of the AFT By-Laws.

ARTICLE X AFFILIATIONS

CCAFF shall maintain affiliation with the following organizations:

- a.* The American Federation of Teachers (AFT). Whenever possible, CCAFF will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.
- b.* The California Federation of Teachers (CFT). Whenever possible, the union will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution.
- c.* The state American Federation of Labor-Congress of Industrial Organizations (AFL-CIO).
- d.* The Los Angeles County Federation of Labor of AFL-CIO.

ARTICLE XI RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE XII AMENDMENT

Section 1. Amendments may be proposed by the Executive Board or by a petition signed by thirty percent (30%) of the members of the Union.

Section 2. This Constitution may be amended by a two thirds (2/3) vote of the members voting by proxy or in person in a duly scheduled meetings. Copies of the proposed amendment shall be distributed to the membership fourteen days (14) prior to the election.

ARTICLE XIII AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

This constitution was adopted by the membership on November 19, 2007.

(and last amended on August 26, 2016).

Linda Chan Signed: *Linda Chan*

CCAFF (president)



Attest: _____
(secretary)