

CONSTITUTION
OF THE
LOS RIOS COLLEGE FEDERATION OF TEACHERS
AFT/CFT Local 2279

Adopted 4-72, revised 10-78, 10-80, 10-82, 11-85, 12-86, 6-88, 12-88, 12-89, 12-90, 4-95, 11-03.

ARTICLE I. Name and Purpose

Section 1. The name of this organization shall be the LOS RIOS COLLEGE FEDERATION OF TEACHERS, AFT/CFT Local 2279, herein called LRCFT.

Section 2. LRCFT is a democratically controlled organization supporting quality education in the Los Rios Community College District and the best interests of the faculty of the colleges of the District.

Section 3. LRCFT shall, through affiliation with the California Federation of Teachers and the American Federation of Teachers, AFL-CIO, work to further these goals in California and throughout the nation.

ARTICLE II. Membership, dues, membership meetings and ratifications.

Section 1. Membership shall be open to all faculty of the Los Rios Community College District. Membership shall also be available to others such as retired faculty and faculty members on extended leave, subject to approval of the Executive Board of LRCFT.

Section 2. At least one general membership meeting shall be held each year. Members shall be notified at least 10 days before meetings. Five percent of the membership shall constitute a quorum for the transaction of business. A membership meeting shall act upon all matters referred to it by:

A. The President or

- B. A majority vote of those present at a meeting of the Board or
- C. A petition signed by at least 25 members of LRCFT or
- D. A petition signed by at least 25 percent of the members of a given college.

Section 3 Procedures shall be governed by Robert's Rules of Order, Revised Edition.

Section 4. The Executive Board of the Los Rios College Federation of Teachers shall adopt the procedures by which negotiated agreements shall be ratified by members of the LRCFT. These procedures shall include whether ratification shall be by a) mail ballot, or b) a district-wide unit ratification meeting, or c) individual college ratification meetings.

ARTICLE III. Executive Board

Section 1. The elected officers of the LRCFT shall be the LRCFT President, the College Presidents, Secretary/Treasurer.

- a. The members of the LRCFT shall elect the LRCFT President and Secretary/Treasurer for a term of two years. These elections shall be held in December of even numbered years.

Section 2. The Executive Board of LRCFT shall consist of the following voting members: one representative for each 100 college members or fraction thereof, up to a maximum of three representatives per college; one part-time representative per college; the immediate past-President of LRCFT; and the elected officers of LRCFT.

Section 3. The president of the LRCFT Retirees Chapter, when the Chapter is active, shall be a non-voting member of the Executive Board. In addition, the LRCFT President shall nominate, with appointment by

majority vote of the Executive Board, the following non-voting members of the Executive Board: a chief negotiator, a dispute resolution officer; and a Political Action Fund Committee chair, all of whom shall serve at the pleasure of the Board.

- Section 4. The Executive Board shall act as the governing body of LRCFT in all matters not referred to the general membership meeting. Procedures shall be governed by Robert's Rules of Order, Revised Edition and a quorum shall be a majority of the Executive Board.
- Section 5. The Executive Board may refer to the membership any matter that it deems proper.
- Section 6. The Executive Board shall have the power to set the salaries and fringe benefits of all LRCFT employees. Such employees, under the direction of the President, serve at the pleasure of the Executive Board.
- Section 7. In the event of a vacancy in the office of the LRCFT President, the Executive Board shall immediately elect one of the LRCFT College Presidents to serve in the interim until his/her successor is elected.
- Section 8. In the event of a vacancy in any office of the LRCFT Executive Board, the President may appoint someone to the position, subject to the approval of the Executive Board.

ARTICLE IV. Executive Board Representation

- Section 1. American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College, shall be represented on the Executive Board.
- Section 2. The membership at each college shall be composed of all members of LRCFT the majority of whose assignment is to that college.
- Section 3. The members at each college shall elect representatives to the Executive Board of LRCFT.

These elections shall be held in December of even-numbered years. The term of office shall be two years.

The adjunct members at each college shall elect the adjunct representative for a term of two years. These elections shall be held in December of even-numbered years.

The members at each college shall elect a college President. These officers shall be elected in December in odd-numbered years and shall have a term of office of two years.

Article V Duties of Officers and Representatives

Section 1 The LRCFT President shall be responsible for:

- a. Presiding at all meetings of the Executive Board and the general membership.
- b. Functioning as the LRCFT liaison to the Los Rios Community College District Board of Trustees and to all other official bodies.
- c. Supervising the activities of the Federation.
- d. Appointing, subject to the approval of the LRCFT Executive Board, the negotiation chairperson, the dispute resolution officer and the Political Action Fund Committee chair.
- e. Appointing, subject to the approval of the LRCFT Executive Board, all committees as may be necessary or desirable
- f. Conducting correspondence pertaining to this office and supervising the employees of LRCFT.
- g. Signing official documents when required.

Section 2. College Presidents shall be responsible for

- a. Building and maintaining membership.

- b. Functioning as the communication conduit between the college and the Executive Board.
- c. At the college level, conducting dispute resolution activities.
- d. Coordinating college LRCFT meetings.
- e. Functioning as part of the negotiating team during the negotiation process.
- f. Conducting other duties as agreed.

Section 3 Secretary/Treasurer shall be responsible for

- a. Taking charge of all books, papers and effects of LRCFT.
- b. Receiving and collecting all moneys due LRCFT.
- c. Depositing all funds belonging to the LRCFT in federally insured institutions in the name of Los Rios College Federation of Teachers.
- d. Depositing such money only in such federally insured institutions as shall have been designated by the Executive Board.
- e. Withdraw none of said monies other than by check, signed by him/herself and countersigned by the President with their official titles.
- f. Preparing annually an itemized budget for presentation to the membership, preparing detailed quarterly reports of income and expenditures for presentation to the Board, and making a summarized statement of all receipts and expenditures for regular periods specified by the Executive Board, to be audited by an independent certified public accountant.
- g. Conducting correspondence pertaining to the office.
- h. Acting as recording secretary, when necessary, of all LRCFT Executive Board meetings.
- i. Keeping all letters, documents, accounts, etc., with the exception of grievance files, open to the inspection of the-members of LRCFT.
 - 1) With the exception of the LRCFT President, Dispute Resolution Officer, College Presidents and designated confidential staff, individual members may inspect only his/her personal grievance files.

Section 4 College Representatives shall be responsible for

- a. In consultation with the LRCFT college president, functioning as a communication conduit with specific college divisions or areas, maintaining up-to-date information (membership status, seniority date, record of participation in past union activities, etc.) on all faculty in his/her area, distributing information via e-mail or faculty mailboxes for discussion in his/her area, maintaining regular contact with union members in his/her area.

Section 5 Adjunct representatives

- a. In consultation with the LRCFT college president, functioning as a communication conduit with adjunct unit members at the college.

ARTICLE VI. Elections:

Section 1. Any member in good standing may be nominated for office. A nominating committee shall be appointed by the LRCFT President, in consultation with the Executive Board, at least 30 days, but not more than 60 days, prior to scheduled elections for the purpose of identifying candidates for all offices. The report of said committee shall be presented at least 20 days prior to the scheduled election. Other candidates may be nominated by a petition signed by at least five LRCFT members and the candidate, and shall be received at least 15 days prior to the date of election.

a. For purposes of voting and holding elective office, member in good standing shall mean one who has paid dues through the month prior to the month of the election.

Section 2. Notice of an impending election of officers and representatives shall be delivered through U.S. mail or electronic mail to each member within 10 days after the appointment of a nominating committee.

Section 3. Election shall be by secret ballot with a majority of votes cast necessary to elect. Should only one (1) individual be nominated for a particular position, he/she shall automatically be declared elected.

- Section 4. If no candidate receives a majority of votes, a run-off election shall be held between the two candidates receiving the most votes no later than two weeks before the end of the fall semester in which the election was held, the winner determined by a majority vote.
- Section 5. Election shall be either by 1) vote at a general membership meeting, or 2) vote at membership meetings held on each campus, 3) vote by mail ballot, or 4) vote by electronic ballot. The method to be used shall be determined by the Executive Board, provided that this determination is made in advance of nominations.
- Section 6. Results of elections shall be published and records, including ballots, kept at the LRCFT office for one year from the date of the election.
- Section 7. The officers and representatives shall take office on January 1, following the election in the previous December.
- Section 8. All elected members of the Executive Board will also serve, at their option, as official LRCFT delegates to conventions. Additional delegates and alternates to which LRCFT is entitled may be nominated and elected from the membership of LRCFT.

ARTICLE VII.

By-laws

- Section 1. By-laws may be proposed by a majority vote of the Executive Board or by a petition signed by 25 members in good standing of LRCFT.
- Section 2. By-laws shall be enacted by 1) a majority vote of those voting in a membership meeting, provided that a quorum is present and the text of the proposed by-law has been announced in the call for a meeting, 2) by a majority of those voting in a mail ballot of the members, or 3) by a majority of those

voting in an electronic ballot of the members. The method used shall be determined by the Executive Board.

ARTICLE VIII. Amendments

Section 1. Amendments to this constitution may be proposed by a majority of the Executive Board, or by a petition signed by 25 members of LRCFT.

Section 2. Amendments shall be adopted by 1) a two-thirds vote of those voting in a membership meeting, provided that a quorum is present and the text of the proposed amendment has been announced in the call for the meeting, 2) a two-thirds vote of those voting in a mail ballot of the members, or 3) a two-thirds vote of those voting in an electronic ballot of the members. The choice of method to be used shall be determined by the Executive Board.