

**BY-LAWS OF THE  
ABC FEDERATION OF TEACHERS,  
AFT LOCAL 2317  
*Revised November 8, 2018***

**Article I      Mission Statement**

The mission of the ABC Federation of Teachers is to protect and enhance the rights, working conditions, and financial well-being of those it represents, in order to promote a positive environment where teachers can teach and students can learn.

**Article II      MEMBERSHIP MEETINGS**

There shall be a general membership meeting at least two times a year.

**Article III      DUES**

- A. Dues shall be proposed by the Executive Board and voted on by secret ballot by a simple majority (50%+1) of the votes cast by the membership.
- B. Members in good standing are eligible to vote in elections if they were members in good standing two (2) months before the date of the election. New teachers hired within two months of the election, and who have submitted a completed membership card to the Union, shall also be eligible to vote.
- C. The Union will adhere to all AFT/CFT regulations regarding pass-through.
- D. The Union shall, by a two-thirds vote of Representatives present at a general membership meeting, pass on CFT/AFT special assessments to unit members. The proposal shall contain the exact amount of the assessment and the beginning and ending date of the assessment.

**Article IV QUORUM**

- A. A quorum for the Representative Council meetings shall be 50% + 1 of the sites/programs listed on the current sign-in sheet. All members of the Representative Council shall receive notification at least three days prior to the meeting.
- B. A quorum for the Executive Board meetings shall be 50% + 1 of the voting and non-voting members of the board. All members of the Executive Board shall receive notification at least three days prior to the meeting.
  - 1. Attendance by speakerphone may count for purposes of a quorum.
  - 2. Voting by speakerphone during an Executive Board meeting may be allowed when requested in advance of the meeting.

C. Twenty (20) Union members or 10% of the current Union membership, whichever number is smaller, shall constitute a quorum for a general membership meeting. All Union members shall receive notification at least three (3) days prior to a meeting.

## **Article V COMMITTEES**

A. The chairpersons and Representatives of all Union committees, the Union appointed members of District committees, Health Benefits Committee, as well as the Chief Negotiator and members of the Negotiating Team, shall be nominated and confirmed by the Executive Board. The Representative Council shall be notified of all appointments.

B. Union members on non-paid District committees shall be appointed by the president and confirmed by the Executive Board.

C. All representatives to all committees shall be confirmed on a yearly basis in October and a report shall be given to the Representative Council.

- D. Standing Union Committees
1. Special Education Committee
  2. Child Development Committee
  3. Adult Education Committee
  4. Elections Committee
  5. COPE Committee
  6. Negotiating Team
  7. PAL Committee

## **Article VI DUTIES OF OFFICERS**

A. The president shall preside at all meetings of the Federation and of the Executive Board. The president shall be an ex-officio member of all committees, except any audit committee, shall sign all necessary papers and documents, and represent the local when and where necessary. The president shall automatically be an official local delegate to the CFT and AFT conventions. A president's report shall be made to the membership at least once each year summarizing the accomplishments of the Federation and outlining plans for the next year.

B. The president may assign duties to other officers as needed.

C. The executive vice-president shall issue all notices, answer correspondence at the direction of the president, and report outside correspondence to the president and the Executive Board.

D. The recording secretary shall maintain the minutes of all meetings of the Executive Board and general membership, and prepare the minutes for distribution at the next regularly scheduled meeting.

E. The treasurer shall handle all financial responsibilities for the local at the direction of the Executive Board. The treasurer shall prepare a current financial statement for

distribution at each regularly scheduled meeting of the Executive Board and Representative Council.

F. Nominees for vice president are voted on by all Union members. Where indicated below, nominees must be a member of the unit they are representing. When no member from the appropriate unit is interested in being nominated, a member with prior experience, knowledge or interest in that level may be nominated.

- |    |                                     |                               |
|----|-------------------------------------|-------------------------------|
| 1. | Executive Vice-President            | may be from any level or unit |
| 2. | Nine Vice-Presidents                |                               |
|    | a. Elementary Vice-President        | K-6 unit member               |
|    | b. Middle School Vice-President     | middle school unit member     |
|    | c. High School Vice-President       | high school unit member       |
|    | d. Child Development Vice-President | child development unit member |
|    | e. Adult School Vice President      | adult school unit member      |
|    | f. Special Education Vice-President | special education unit member |
|    | g. Membership Vice-President        | may be from any level or unit |
|    | h. (two) At-Large Vice-Presidents   | may be from any level or unit |

G Definition of appointments of committee chairs or designees and other members to the Executive Board.

1. Voting Member – Serves as a full member of the Executive Board with full voting privileges except as delineated in the constitution.

2. Non-Voting Member – Serves as a full member of the Executive Board without voting privileges.

3. Observer Status – May attend Executive meetings as an observer. May present reports as requested. Shall not be involved in any discussions unless requested by the Board and shall not have any voting privileges. May be requested to leave the meeting when confidential or legal matters are being discussed.

## **Article VII ELECTIONS**

A. All elections shall be conducted in accordance with the constitutions, by-laws, and officially adopted written policies of the American Federation of Teachers, California Federation of Teachers, and the ABC Federation of Teachers, as well as all federal and state labor laws.

B. All officers and Representatives shall be elected by a secret ballot election.

- C. All nominees must be members in good standing.
- D. All campaigning for Union elections must adhere to the constitutions, by-laws, and officially adopted written policies of the American Federation of Teachers, California Federation of Teachers, and the ABC Federation of Teachers, as well as all federal and state labor laws.
- E. The Executive Board, when absolutely necessary, may grant exemptions to any election time provisions contained in the ABCFT's constitution, by-laws and officially adopted written policies. The Representative Council will be notified of the exemptions and the specific reasons for the exemption no later than the next Representative Council meeting and may veto the decision by a 2/3 vote of the members of the Representative Council present at the meeting.

**Article VIII REPRESENTATIVE COUNCIL ELECTION PROCEDURES**

A. Each site or program is entitled to one (1) Representative per 25 Union members. The number of Union Representatives that a site or program is entitled to for the following year will be determined by the number of Union members at each site as of March 1 of each year

1-25 Union members	=	1 Union Representative
26-50 Union members	=	2 Union Representatives
51-75 Union members	=	3 Union Representatives
76-100 Union members	=	4 Union Representatives
101-125 Union members	=	5 Union Representatives

B. Each site is entitled to one (1) alternate. After all Representatives have been elected, the alternate will be the person with the next highest vote total.

1. The alternate may attend all Representative Council meetings, but will only be allowed to vote if one or more of the site's/program's Representative(s) is absent.

C. Members in good standing are eligible to vote in elections if they were members in good standing two (2) months before the date of the election. New teachers hired within two months of the election, and who have submitted a completed membership card to the Union, shall also be eligible to vote. Only members on a list provided to the Representative will be allowed to vote. Individuals not on the list must vote a challenge ballot per instructions provided with election materials.

D. Nomination forms and other voting information, including suggested dates for that year's election for Representative Council, will be distributed no later than at the council meeting in May.

1. Nomination forms will be distributed to all Union members no later than the Monday after the distribution of election material to the Representatives.

2. Nomination forms must be returned to the current Representative(s) or in his/her box no later than Thursday of that week by 3:30 p.m.
  3. As nomination forms are received the Representative(s) will ask each person who has been nominated if they wish to accept the nomination.
- E. The current Representative(s) will create a ballot according to the following guidelines and the attached example.
1. The names of all nominated individuals who have accepted the nomination will appear in alphabetical order of their last names.
  2. Space must be provided for write-in votes.
- F. An election will be held during the week following the close of nominations.
1. The day(s) and times for the voting will be posted by the sign-in sheet at least one day in advance. All Representatives will do their best to ensure that all members are notified and have a chance to vote.
    - a. Voting may be held over several days as long as it has been posted.
    - b. Voting must be held at least two different times during the day, such as before school, all lunches, recesses, snack, or after school.
  2. Union Members must sign for their ballot.
  3. Ballots will be counted by Friday of that week and results will be announced to the staff and transmitted to the Union office no later than the day before the regularly scheduled June Representative Council meeting.
    - a. Ballots will be counted by the current Representative(s) and least one other Union member who is not on the ballot.
    - b. The actual ballots and results must be brought to the Union office where they will be held until the end of June of that year.
- G. At the discretion of the majority of the Executive Board, elections at sites or programs may be held online or by mail. The Executive Board must inform the Representative Council of their decision and the reason for their decision at the first possible Representative Council meeting.
- H. The Executive Board, when absolutely necessary, may grant exemptions to the time provisions of this article. The Representative Council will be notified at the next council meeting.
- I. Any appeals of an election will come to the Executive Board. A decision regarding the appeal will be reached by a 2/3 vote of the Executive Board. Members appealing an election may choose to address the Executive Board in person.

1. Appeals must be brought to attention of the board in writing before the fourth Thursday of May.
  2. The decision of the Executive Board may be appealed to the Representative Council if a majority of those present wish to consider it. A decision to grant or deny the appeal will be decided by a 2/3 vote of those present.
  3. No appeals will be considered by the Executive Board or the Representative Council after the June Representative Council meeting \_\_\_\_\_ has been held.
- J. Sample Nomination Form (This is a sample only and may be modified)

**Nomination Form for the ABCFT Representative Council**

This site is entitled to \_\_\_ Representatives. Only Union members may be nominated. Please return this form to your Union Representative(s) by 3:30 p.m. on Thursday. Please check with the person before nominating them.

I nominate the following Union member(s) to serve as Union Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please Return to the Union Representative by 3:30 p.m. on Thursday.**

K. Sample Ballot (This is a sample only and may be modified)

## **Official Ballot for ABCFT Representative Council Member**

This site is entitled to two (2) Representatives.

**You may vote for up to 2 (two) people.**

I vote for the following Union Member(s) to serve as Union Representative(s):

- Sarah Adams
- Tom Garcia
- Lee Kim
- Maria Navarro
- Write-in Vote \_\_\_\_\_
- Write-in Vote \_\_\_\_\_

L. Sample Election Calendar for 2010 - 2011 (to be updated each year)

- |   |  |
|---|--|
| <b>Thursday, May 5:</b>                           | Representative Council Meeting Materials distributed   |
| <b>Monday, May 9:</b>                             | Distribute Nomination Forms to all Union Members   |
| <b>Thursday, May 12:</b>                          | Nomination forms returned by 3:30 P.M.   |
| <b>Monday, May 16:<br/>through Friday, May 20</b> | Elections Held at posted dates and time  |
| <b>Friday, May 20:</b>                            | Ballots counted no later than this date and results announced to staff and transmitted to the Union Office no later than the day before the regularly scheduled June Representative Council meeting. |

## **Article IX      ELECTION OF EXECUTIVE BOARD**

- A. Members in good standing are eligible to vote in elections if they were members in good standing two (2) months before the date of the election. New teachers hired within two months of the election, and who have submitted a completed membership card to the Union, shall also be eligible to vote. Only members on a list provided to each Representative will be allowed to vote. Individuals not on the list must vote a challenge ballot per instructions provided with election materials.
- B. Nominees may only be listed on the official ballot for one position.
- C. Nominees may submit a short statement and photo to be posted on the website. No statement may be longer than 200 words in 12 point font. Name will be printed in 14 point bold font and will not be considered in the count. Statements will not be corrected by the Union. Photos and statements should be submitted electronically. A timeline for submission will be given to all nominees.
- D. 2 copies of the statements and photos will be distributed to each site for posting on the Union bulletin board. No material from individual nominees may be posted on the Union bulletin board. Statements will also be available at the general meeting for other Union members in attendance.
- E. All nominees may make a short presentation at the general nomination meeting. There will be 5 minutes for each nominee for president and 2 minutes per nominee for all other positions. A spokesperson for a group of nominees may utilize their combined time.
- F. Nominees may distribute election material at the general nomination meeting.
- G. All nominees must follow all published campaign rules.

## **Article X      ELECTION OF CONVENTION DELEGATES**

- A. Members in good standing are eligible to vote in elections if they were members in good standing two (2) months before the date of the election. New teachers hired within two months of the election, and who have submitted a completed membership card to the Union, shall also be eligible to vote. Only members on a list provided to each Representative will be allowed to vote. Individuals not on the list must vote a challenge ballot per instructions provided with election materials.
- B. Elections for delegates to the CFT and AFT conventions shall be held in time to allow for written notification of all elected delegates and alternates to be sent out at least 40 calendar days before the first day of the convention.
- C. The detailed budget for a convention shall be approved by the Representative Council before nomination forms are distributed.



**Article XI                    PRESIDENT’S SALARY**

A.     The president shall be paid her/his present salary and stipends she/he received before being elected as president. The president shall advance steps and columns pursuant to the contract. The president shall also retain any sick leave and vacation days that she/he had accrued.

1.     The minimum salary for a president shall be F13 on the Credentialed Certificated Member’s Salary Schedule.

2     The president may earn hourly pay for each day worked over the standard teacher work year up to a maximum of 180 hours (total) during the summer, winter or spring recess. A District time card will be submitted for these hours. Additional hours may be approved by a 2/3 vote of the Executive Board.

3.     The required CFT employee agreement and District MOA on salary and benefits will be completed after each election.

**Article XII                    ENDORSEMENT OF LOCAL SCHOOL BOARD CANDIDATES**

A.     The Executive Board may bring forward endorsement recommendations of incumbents to the Representative Council for endorsement at the June Rep Council meeting.

B.     After the June Rep Council meeting, candidates for any remaining seats will be interviewed by members of the appointed COPE committee and other Union members appointed by the president. These interviews may be conducted at any time during the summer as designated by the president in consultation with the chair of the COPE committee.

1.     The Interview Committee will make recommendations to the Executive Board. The Executive Board shall consider the recommendations and, by a majority of the board members present at the meeting, vote to bring forward candidates for any open seats to the Rep Council for endorsement. Members of the Executive Board shall receive at least 3 days notice of the endorsement meeting.

2.     The Rep Council will endorse candidates for any remaining seats by a majority vote of Representatives present at the endorsement meeting. Representatives shall receive at least 3 days notice of the endorsement meeting.