

CONSTITUTION
SHORELINE COMMUNITY COLLEGE FEDERATION of TEACHERS
LOCAL #1950¹

ARTICLE I: Name and Affiliations.

Section 1. The name of this Local shall be the Shoreline Community College Federation of Teachers, Local No.1950, AFT, AFL-CIO.

Section 2. The Local Federation shall be affiliated with and wherever possible send delegates to the following organizations:

- a. The American Federation of Teachers.
- b. The American Federation of Teachers-Washington.
- c. The Martin Luther King County Labor Council, AFL-CIO.
- d. The Washington State Labor Council, AFL-CIO.

Section 3.

- a. Delegates shall be elected according to procedures set forth in Article IV, Sec 5.
- b. Delegates shall make every reasonable effort to attend the meetings related to their delegate responsibilities.
- c. Delegates shall make reports to the Executive Board on meetings attended.
- d. Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

ARTICLE II: Objectives.

The purpose of this organization shall be:

Section 1. To bring associations of teachers into relations of mutual assistance and cooperation.

Section 2. To obtain for them the rights to which they are entitled.

Section 3. To raise the standards of the teaching profession by securing the conditions essential for the best professional service.

Section 4. To promote such a democratization of the schools as will enable them better to equip their pupils to take their places in the industrial, social, and political life of the community.

Section 5. To eliminate discrimination in education in all its forms and to promote diversity in education.

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ARTICLE III: Membership.

Section 1. Any person employed as a Full or Associate Faculty Member as defined in R.C.W. 28B.52 shall be eligible for membership in this Local- Federation.

Section 2. No discrimination shall be shown toward individual members or applicants for membership because of race, sex, national origin, age, religious faith, marital status, sexual orientation, living arrangement, color, physical or sensory handicap or political activities or beliefs.

Section 3. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least 1/4 of the total membership and approved by at least 3/4 of the Executive Board. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

ARTICLE IV: Officers, Representatives, and Delegates.

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

- a. President.
- b. First Vice-President.
- c. Second Vice-President.
- d. Third Vice-President.
- e. Secretary.
- f. Treasurer.

Section 2. The Representatives on the Executive Board shall consist of the following:

- a. Division Representatives as specified in By-Laws Article III
- b. Martin Luther King County Labor Council Representative, Positions 1-2
- c. Legislative /Cope Representative

Section 3. Term Lengths.

- a. The terms for Officer positions shall be two years.
- b. The terms for Representative positions shall be one year.

Section 4.1 Election of Executive Board Positions.

- a. A secret ballot election may be conducted by using an approved electronic balloting system, to be determined by the current SCCFT Executive Board. Or, at the discretion of the current Executive Board, elections may be conducted according to Title IV of the Labor-Management Reporting and Disclosure Act.
- b. When there are more candidates nominated than there are positions available, then the candidates receiving the highest vote totals shall be declared elected.
- c. Membership in good standing for at least one academic quarter in the current academic year is required to seek and hold office.

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- d. Nominations for office shall be accepted at a general membership meeting or by written communication with the Election Committee.
- e. Only members in good standing may vote. For Division Representative elections, each member shall vote for representatives in only one division.
- f. MLKCLC Representative positions 1-2 shall be designated as members of the Executive Board and shall be elected annually in the Representative election (see Article IV, Sec 3).
- g. Election results shall be presented for certification to the Executive Board between May 1 and May 31.
- h. Appeals involving election issues must be submitted to the Executive Board in writing no later than the next regular meeting of the Executive Board or ten (10) working days after the election results are posted, whichever is later.
- i. Executive Board members shall assume office at the beginning of Fall Quarter. They shall be installed at a general meeting held for this purpose.
- j. Unless otherwise specified in Article V, vacancies in any position shall be filled by the Executive Board with the approval of the local members except in emergencies. For vacancies in Division Representative positions, approval is needed only from members of that division.

Section 4.2 Election Process.

- a. A secret ballot election may be conducted by using an approved electronic balloting system, to be determined by the current SCCFT Executive Board. At the discretion of the current Executive Board, elections may be conducted according to Title IV of the Labor-Management Reporting and Disclosure Act.
- b. All eligible voters may cast ballots for officers, King County Labor Council Representatives, and Legislative/COPE Representatives. Only eligible voters within each divisional unit will elect their respective divisional representatives; eligible voters may vote for only one divisional representative based on Primary RIF unit.
- c. When using Electronic ballots, PINs (Personal Identification Numbers) and a link to the secret ballot for each voting member will be provided electronically by the Election Committee. Votes will only be counted if they have distinct PINs, meaning that the same PIN cannot be used more than once for voting.
- d. Voting will take place no sooner than May 1 and no later than May 17 (two (2) weeks before May 31). Members must be allowed one (1) week to cast their votes from the time of receipt.

Section 5. Election of Delegates to Affiliate Organizations.

- a. Membership in good standing for at least one academic quarter in the current academic year is required to seek and hold a delegate position.
- b. AFT National Convention Delegates—A secret ballot election may be conducted by using an approved electronic balloting system, to be determined by the current SCCFT Executive Board. Or, at the discretion of the current Executive Board, elections may be conducted

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- according to Title IV of the Labor-Management Reporting and Disclosure Act. This election shall be held concurrent with the election of Executive Board positions.
- c. AFT-Washington Convention Delegates—Delegates shall be elected at least one month before the state convention at a regular membership meeting. If the number of nominees does not exceed the number of positions approved by the Executive Board, the Executive Board may approve nominees by acclamation.
 - d. Martin Luther King County Labor Council (MLKCLC) Delegates—The total number of delegates allocated by the MLKCLC shall be elected in the regular Executive Board election cycle. (Positions 1-2 shall also be designated as members of the Executive Board as described in Section 4 above.)
 - e. The Washington State Labor Council Delegates—Delegates shall be elected at least one month before the State Labor Convention at a regular membership meeting. If the number of nominees does not exceed the number of positions approved by the Executive Board, the Executive Board may approve nominees by acclamation.
 - f. Appeals involving election of delegates must be submitted to the Executive Board in writing no later than the next regular meeting of the Board or 10 working days after the election results are posted, whichever is later.
 - g. When vacancies occur in any delegate positions, the Executive Board may appoint replacements as long as notice of the opening is given to all members at least ten days in advance.

ARTICLE V: Duties of Officers and Representatives.

Section 1. President.

The President shall preside at all meetings of the Federation and conduct the same in compliance with the Constitution, by-laws, and rules of order; he/she shall decide on all questions of order without debate subject to an appeal to the meeting. It shall be the duty of the President to report at each meeting of the Federation, the progress, and workings of the Federation. The President shall report all violations of Federation conditions or breaches of the Agreement, and perform all other duties assigned to him/her by the Federation or by direction of the Executive Board. He/she shall attend to all controversies between the Federation and the Employer and endeavor to adjust a settlement as soon as possible. The President shall meet regularly to plan with other SCCFT officers.

The President shall further be responsible for the safekeeping of all records and documents of value and shall surrender the same to his/her successor in office at the expiration of his/her term. He/she shall perform all other customary duties, pertaining to his/her office or as elsewhere in this Constitution provided. He/she shall be an ex-officio member of all regular committees. He/she shall be bonded in an appropriate amount, the premium of which shall be paid by the Federation.

Section 2. 1st Vice-President.

The 1st Vice-President shall be responsible for internal affairs. He/she shall assist the President in preserving order in meetings, shall preside in the President's absence, shall maintain membership Ratified March 2018 by vote of membership.

records, shall chair an internal audit committee, and shall coordinate activities of committees engaged in internal activities except for matters of grievance. The 1st Vice-President shall be responsible for establishing and executing a dynamic program to ensure growth and vitality of the Federation. If the President's office becomes vacant, the 1st Vice-President shall assume the duties and functions of the office until the expiration of the term of office.

Section 3. 2nd Vice-President.

The 2nd Vice-President shall be responsible for external affairs as well as Grievances. The Vice-President shall assist the President in matters of the county, state, and national affiliation with AFT, AFL-CIO bodies, and councils. The 2nd vice president shall chair the grievance committee and be responsible for training members of the committee. If the President's and 1st Vice-President's offices become vacant, the 2nd Vice-President shall assume the duties and functions of the vacated President's office until the expiration of the term of this office.

Section 4. 3rd Vice-President.

The 3rd Vice-President for associate faculty shall be responsible for matters related to the special interest and concerns of associate faculty members and assist the President with other issues as necessary.

Section 5. Secretary.

The Secretary shall keep a correct record of the proceedings of the Federation, handle all correspondence and read all communications received by the Federation at each meeting.

Section 6. Treasurer.

The Treasurer shall receive and collect all monies on behalf of the Federation giving a receipt for same and keeping a record of all transactions. The Treasurer shall keep true and accurate accounts of the monies received and expended on behalf of the Federation subject to internal audit per Article VII, Section 2, Paragraph b. and report not less than monthly during the academic year to the executive board the receipts and disbursements of the preceding month. The Treasurer shall pay all bills incurred by the Federation and submitted for payment from SCCFT funds. When paid, bills shall be paid only by check or online bank account Bill Payer. All bills over \$100 shall be approved by the Executive Board. The appropriate signatories are (1) the Treasurer; (2) the President; and, (3) the Secretary. The Executive Board may designate other signatories. All signatories shall be bonded in an appropriate amount, the premium to be paid by the Federation.

Section 7. Division Representatives.

Division representatives shall represent faculty interests at Executive Board meetings and help with general Executive Board functions. They shall maintain active contact with faculty in assigned units to discuss any issues that fall within the local's scope of responsibilities, and they may serve as a resource for information on the contract and as the initial contact for discussion of possible

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grievances. Division Representatives shall assist the First Vice-President in membership drives. Division Representatives shall make reasonable efforts to communicate with and represent faculty in all locations (on and off campus) and in all job classifications. Division Representatives shall assist the President in recommending members to participate on SCCFT, contractual, and college governance committees.

Section 8. Martin Luther King County Labor Council Representatives.

a. All MLKCLC Representative Positions.

MLKCLC representatives shall promote the connection between the local and broader labor movement. The representative shall attend monthly meetings at the Labor Temple, and if not able to attend, coordinate with another delegate to find out what information was presented. In coordination with other representatives, the delegate shall report to the Labor Council any labor action that the local is engaged in. He or she will also communicate Labor Council activities and information to faculty.

b. MLKCLC Positions 1-2.

In addition to the general MLKCLC duties described above (item a), MLKCLC Positions 1 and 2 (so designated on election ballot) shall be members of the Executive Board. Representatives shall report back to the SCCFT E-board any Labor Council issues or activities relevant to the local; they shall also, in coordination with other representatives, present information, and recommendations from the E-board to the Labor Council.

Section 9. Legislative/COPE Representative.

The Legislative/COPE Representative shall consider recommendations of the AFT, the State Federations, and the Local pertaining to all political activities. The representative shall study proposed legislation which may affect the Federation and the college. He or she may present the record of government officials, gather information from members about political priorities, and initiate recommendations or pass them along from affiliates. The representative shall work within state guidelines to present information to faculty members. The representative shall also solicit enrollment in COPE, attend statewide COPE meetings when possible, and assist in the statewide decision-making process for COPE funds distribution.

ARTICLE VI: Executive Board.

Section 1. The Executive Board shall consist of the elected Officers and Representatives of the Federation (Article IV, Sec. 1 and 2). The immediate Past President shall also be an ex officio member of the Executive Board.

Section 2. The Executive Board shall meet at such time and as often as the majority shall decide, or on the call of the President, but at least once a month in the fall, winter, and spring quarters.

Section 3. The Executive Board shall administer the policy of this Federation as set by the membership at regular meetings. It shall have the power to act for the good of the Federation in

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emergency situations when the policy cannot be set by the membership. The Executive Board shall approve addendums and MOU's modifying the existing agreement.

Section 4. The chairperson of the Executive Board shall be the President of the Federation.

Section 5. The Executive Board shall have the power to employ all personnel including an executive secretary, clerical help, and other persons on a full or part-time basis as may be determined by needs and finances of the Federation subject to majority membership approval.

Section 6. The Executive Board shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Federation purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds and other obligations and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income subject to majority membership approval.

Section 7. The Executive Board shall cause an annual financial audit of all monies and disbursements of the Federation to be made and reported to the membership, based on a fiscal year running from September 1 to August 31.

Section 8. The Executive Board shall review all written grievances filed at step two, and will vote to decide whether to initiate mediation at step three or arbitration at step four.

ARTICLE VII: Committees.

Section 1. The members of each Standing Committee and of all Special Committees shall be appointed by the President with the consent of a majority of the Executive Board, except as otherwise provided below. Each committee shall select its own chairperson except as otherwise provided below.

Section 2. Standing Committees.

- a. Social Committee: The social committee shall arrange such programs and entertainment and perform such duties as the Local may direct.
- b. Internal Audit Committee: The internal audit committee shall be chaired by the 1st Vice-President and shall review financial records quarterly.
- c. Grievance Committee: The Grievance Committee shall be chaired by the 2nd Vice President. At least three additional members shall be selected from the membership outside the Executive Board. The committee shall review all written grievances that reach step two and monitor them through the contractual process. The 2nd Vice President will give the Executive Board regular updates.
- d. Joint Union/Management Committee: The Joint Union/Management committee shall address problems that may arise in the administration of the Contract. The committee shall report on issues addressed or resolved not less than monthly during the academic year to the Executive Board. The faculty representatives to the JU/MC shall be the President and up

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- to four other members. At least one member shall be the 3rd Vice President (for Part-time Affairs) or designee.
- e. Communications Committee: The Communications Committee shall design, produce and distribute printed and online communication to the membership. This communication shall include a regular newsletter, The Soundings, the [SCCFT Local 1950 Website](#), and other material for the organization as necessary. The committee shall be comprised of the Soundings Editor, Web Site Editor, and at least one at-large member.

Section 3. Special Committees.

- a. Elections Committee. The Elections Committee shall conduct and monitor the elections based on the process described in the Constitution, Article IV. Section 4.2 Election Process (See above).
- b. Negotiating Team. The Negotiating Team shall represent the Federation in contract negotiations. The negotiation team for the entire contract shall be appointed by the President, approved by the Executive Board, and ratified by the membership of the SCCFT.
- c. Ad-Hoc Committees. Ad Hoc-Committees necessary for the good of the Local shall be formed at the discretion of the President and with the approval of the Executive Board.

ARTICLE VIII: General Membership Meetings.

Section 1. There shall be at least one general membership meeting per quarter during the regular school year. Additional meetings may be called as needs arise. Notice of such a meeting, including date, time and place of meeting shall be provided at least 7 (seven) days in advance, except in emergencies.

Various media shall be used to communicate with members, such as e-mail (distribution lists and listserve), Federation publication (Soundings), and verbal announcements. Information provided at general meetings shall include general updates, treasurer's reports, election issues, contract issues and any other existing issue.

Section 2. The President, the Executive Board, or 75% of the membership are empowered to call additional meetings.

Section 3. A quorum at General Membership meetings shall consist of 10% of the total membership.

ARTICLE IX: Finance.

Regular dues shall be fixed by majority vote of members present at any general membership meeting provided notice of the contemplated dues change has been given. Dues shall be paid by payroll deduction.

ARTICLE X: Rules of Order.

Robert's Rules of Order, Revised, latest edition, shall govern in all cases not covered by this Constitution or By-Laws of this local.

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ARTICLE XI: Amendments.

Constitutional amendments may be submitted to the Executive Board. The Executive Board may initiate amendments. After having received a majority vote of the Executive Board, the amendment shall be submitted to each member. All Federation members shall be informed of the proposed change prior to a general membership meeting, at which the proposal will be discussed, and at least two weeks prior to a vote. A two-thirds majority of those members voting by secret ballot shall be required for adoption.

ARTICLE XII: Availability of Constitution.

Section 1. Three copies of this Constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers.

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be available for members of this Federation upon request to the Secretary.

Section 4. A copy shall be posted and available for viewing on the [SCCFT Local 1950 Website](#).

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