

Peralta Federation of Teachers  
AFT Local 1603  
(Revised June 1995)

## **Article I. Purposes**

Section 1. The Peralta Federation of Teachers, American Federation of Teachers Local 1603, is established to represent the interests and ideals of faculty members in the Peralta Community College District before the Board of Trustees and Administration of the District as well as the general public.

Section 2. The Peralta Federation of Teachers shall:

- a. Foster among all citizens an understanding of the high quality of education essential to our society;
- b. Cooperate with other professional education organizations to establish and maintain standards of excellence in instruction;
- c. Secure the support of the labor movement for policies contributing to good education; and
- d. Work for the preservation of the freedom of inquiry, discussion and association vital to our profession

## **Article II. Membership**

Section 1. All members of the faculty of the Peralta colleges are eligible for membership. Faculties are defined as probationary, tenured, and part-time temporary educational employees including instructors, counselors, librarians, nurses, and all other categories of bargaining unit members certified by the Public Employment Relations Board for the Peralta District.

Section 2. Administrative personnel at the rank of Supervisor or above are not eligible for membership. Members who are promoted to the rank of Supervisor or above are automatically removed from membership on the effective date of promotion. A Supervisor is defined according to Public Employees Relations Board regulations 350.1(m) entitled "Supervisory Employee."

Section 3. Associate membership without the right to vote shall be open to (1) administrative personnel below the rank of Supervisor; (2) faculty members with combined administrative and faculty assignments where administrative assignments are more than 50% of regular workload; (3) retired faculty members if PFT member at least one-year prior to retirement; (4) faculty on unpaid leave; (5) laid-off contract faculty for up to three years after lay-off; and (6) non-reemployed hourly faculty for up to two years (4 semesters or 6 quarters).

Section 4. Any member who fails to pay dues for a six (6) month period shall be dropped from the membership rolls. The member may be reinstated upon the payment of all back dues.

Section 5. No discrimination shall ever be shown toward individual members or applicants for membership because of age, national origin, physical disability, race, religious faith, sex, sexual preference, or for political activities or belief.

## **Article III. Officers and Elections**

Section 1. The elective officers of the Peralta Federation of Teachers shall be: President, Vice President, Treasurer, and Secretary.

Section 2. Only dues-paying members in good standing (i.e., those who have paid PFT dues through payroll deduction no more than 30 days from the date nominations are initiated or positions become open) may hold office.

Section 3. Commencing in 1986, nominations for office shall be made at the last general membership meeting of the school year. Self-nominations by members in good ~~standing are~~standing are accepted. Notice shall be provided to each member at least 15 days prior to the meeting that nominations will be in order.

Section 4. Elections shall be held by mail ballot or by secure, Executive Council-approved electronic ballot at least one week prior to the close of the academic year.

Section 5. Commencing in 1985, officers shall take office for a two year term beginning July 1 of odd-numbered years. Installation of officers shall take place at the first general membership meeting of the succeeding Fall term.

Section 6. A vacancy in the Presidency, Vice Presidency, Secretary, Treasurer, and all other Executive Council offices shall be filled by a special election to be called within thirty (30) working days of such vacancy. Nominations for such a special election shall be opened within five (5) working days of the vacancy. If such vacancy occurs within the last four (4) months of the term of office, the Executive Council shall fill such vacancies. The officer filling such a vacancy shall serve until the next regular election.

Section 7. All past-presidents of the Federation shall be designated President Emeritus. Provided he or she remains a dues-paying member of PFT. ~~The one immediate past--~~president shall serve as a voting member on the current Executive Council.

Section 8. Officers may be recalled by a two-thirds majority of the general membership in a special election. Upon receipt of a petition signed by one-third of the membership, the Executive Council shall call a special election within two weeks for the recall of an officer. The recall ballot must state the reasons for the recall and give the response of the officer in question, and must include a nominee for the office. If the election results in the successful recall of an officer, then the nominee for that office receiving a majority of votes assumes the office.

## **Article IV. Chapters**

Section 1. The membership of each college's chapter shall consist of those Peralta Federation of Teachers members whose principle assignment is to the college at which the chapter is located.

Section 2. Each Chapter shall elect two co-chairpersons and such other officers as it deems proper. Commencing in 1985, elections of chapter officers shall be for a two-year term and shall be held at least one week prior to the close of the academic year. Except for the election of chapter co-chairpersons, each chapter shall determine its own procedures.

Section 3. The members shall meet periodically to discuss and take action on college problems. Members may refer matters of general interest to the Executive Council or the membership of the Peralta Federation of Teachers.

## **Article V. Committees**

Section 1. The following standing committees shall be created:

a. Part-time Faculty. It shall be the responsibility of this committee to recommend union policy concerning the special needs of part-time faculty and to represent their interest on the Executive Council. The chairperson of the Part-time Faculty Committee shall be a part-time faculty member and elected by a majority of those part-time faculty voting.

b. Vocational Faculty. It shall be the responsibility of this committee to recommend union policy concerning the special needs of vocational faculty and to represent their interests on the Executive Council. The chairperson of the Vocation Faculty Committee shall be a teacher of vocations subjects (as defined in the By-laws) and shall be elected by a majority of those vocational faculty voting. He/She shall be elected at the same time general officers are elected and shall serve the same term of office. Additional committee members shall be appointed by the chairperson. Vocational faculty are defined in the By-laws.

c. Diversity Committee. It shall be the responsibility of this committee to recommend union policy concerning the needs of diversified faculty and to represent their interests on the Executive Council. The chairperson shall be elected

by a majority of those members voting. After the first election, he/she shall be elected at the same time general officers are elected and shall serve the same term of office. This subsection shall be implemented within thirty (30) days after ratification by the membership.

d. Contract Development. It shall be the responsibility of this committee to develop recommendations for negotiation of contracts to the Executive Council. The Contract Development Committee may create whatever sub-committees it deems necessary. The chairperson of this committee shall be the PFT chief negotiator.

e. Membership. It shall be the responsibility of this committee to review and develop membership benefits, recruitment, applications, and membership handbook. This committee's recommendations will be referred to the Executive Council for action. The chairperson of this committee shall be the Vice President.

f. Finance. It shall be the responsibility of this committee to review the monthly finances of the PFT, to develop annual budgets, and make recommendations to the Executive Council. The committee shall present to the membership, at the end of the school year, a proposed budget for next year's activities, for its approval. This committee shall consist of the President, and two others selected by the Executive Council.

g. Political Action Committee on Political Education. This committee shall be that committee previously constituted and approved by the Executive Council known as the Peralta Federation of Teachers Political Action Committee. The purposes, membership, meetings, procedures, and finances are those provided by the Constitution of this committee attached as an appendix to this Constitution.

h. Retiree Chapter. This committee shall consist of all retired members who are not working for the Peralta Community College District and who so elect Associate membership as described in Article II, Section 3. Dues for Retiree members shall be prescribed by the By-laws of this Constitution. Members of the Retiree Chapter shall receive all publications of regular membership and all benefits of state and national affiliations to which they are entitled. The chairperson of this committee shall be a dues paying member. The chairperson of this committee shall not have a vote on the Executive Council.

i. Financial Review (Internal Audit) Committee. This committee shall have a minimum of three members appointed by the President and shall conduct an internal audit of financial records on a yearly basis, following AFT accounting guidelines. Neither the President nor the Treasurer may serve on this Committee. The committee shall report its findings to the Executive Board and the findings shall be made available to the membership. The chairperson of this committee shall not have a vote on the Executive Council.

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Section 2. The Executive Council may appoint whatever temporary committees it deems necessary.

## **Article VI. Executive Council**

Section 1. The Executive Council shall consist of 1) all the elected officers, 2) chairpersons of all college chapters, and 3) chairpersons of all standing committees.

Section 2. The Executive Council shall administer the policy of the Peralta Federation of Teachers as set by the membership at regular meetings. It shall have the power to act for the good of the Federation in situations when policy cannot be set by the membership. Such interim policy must, in order to remain in effect, be ratified by the next general membership meeting.

Section 3. The Executive Council shall have the power to employ, with the consent of the membership, all personnel on a full or part-time basis, as may be determined by the needs and finances of the Federation. Salaries and duties of such personnel will be determined by the Executive Council with the consent of the membership, and they will serve at the pleasure of the Executive Council.

Section 4. Each member of the Executive Council has one vote in Council meetings. A quorum for such meetings shall consist of a majority of the Council members.

Section 5. The Executive Council shall meet at least once a month during the school year. Special meetings may be called at any time by the President or by a majority of the Council. All meetings of the Executive Council shall be open to members of the Peralta Federation of Teachers; however, the Executive Council may go into closed session by a majority vote of those Executive Council members present.

Section 6. The Executive Council shall report regularly to the membership on its activities.

Section 7. Any member of the Executive Council failing to attend three consecutive scheduled meetings of the Executive Council or failing to attend at least one-half of all scheduled meetings of the Executive Council within a particular school year shall be removed from office by action of the Executive Council.

Any member of the Executive Council may be excused from provisions of this Section due to illness, class schedule conflicts, and other hardships only by action of the Executive Council.

## **Article VII. Affiliations**

Section 1. Affiliations with any organization shall be determined by a majority of the membership voting by mail ballot. Disaffiliations also shall be determined by a majority of the membership voting in mail ballot.

Section 2. Delegates and alternates to affiliated organizations shall be members in good standing of the Federation, and shall be elected by a secret ballot at a membership meeting or by a majority of members voting in a secret mail ballot. The President may serve as an unelected delegate to affiliated organizations.

Section 3. The President and Secretary shall certify the election of delegates and forward the necessary credentials to the affiliated organizations. Credentials of delegates to the Conventions of the American Federation of Teachers shall be sent by Registered Mail no later than 15 days before the convening of the National Convention.

Section 4. The Peralta Federation of Teachers shall be affiliated with the following organizations:

- a. The American Federation of Teachers, AFL/CIO
- b. The California Federation of Teachers
- c. The Community College Council of the California Federation of Teachers
- d. The Central Labor Council of Alameda County
- e. The Alameda County Committee on Political Education
- f. The California State Federation of Labor

## **Article VIII. Duties of Officers**

Section 1. The President shall preside at all meetings of the Federation and the Executive Council. The President shall be an ex-officio member of all committees, shall sign all necessary papers and documents, and represent the local when and where necessary. The President shall make a report to the membership at least once a year summarizing the accomplishments of the Federation and outlining plans for the next year.

Section 2. The Vice President shall assist the President and shall preside at all meetings of the Federation and the Executive Council in the absence of the President. The Vice President shall carry out the duties of the President whenever the President is temporarily unable to carry out those duties.

Section 3. The Secretary shall issue all notices, shall answer correspondence at the direction of the President, shall report outside correspondence to the President and Executive Council, shall be the custodian of the seal and charter of the Federation, shall record the minutes of the Executive Council and general membership meetings, and shall periodically distribute them to the membership.

Section 4. The duties of the Treasurer shall be:

- a. To receive, record, and deposit in the name of the Peralta Federation of Teachers all monies from dues and other sources.

b. To keep an accurate membership roll.

c. To forward to the National and State Officers, on or before the 15<sup>th</sup> of each month, the report of members who are in good standing, on the first day of each month, together with all taxes and assessments due the American Federation of Teachers and California Federation of Teachers.

d. To keep adequate records available at all times for the Executive Council and membership.

e. To pay all bills authorized by the adopted budget, retaining voucher and invoice for same. Expenses over ~~\$200.00~~ 1,000 not authorized in the budget must be presented to the Executive Council for authorization. Such expenses in excess of ~~\$54,000.00~~ must be authorized by a vote of the membership.

f. To submit, following each quarter, a statement of income and expenses and a statement of net worth to the following:

- the membership, via newsletter
- the AFT Secretary-Treasurer
- the Treasurer of the CFT.

## **Article IX. Meetings**

Section 1. At least four general membership meetings shall be held during the school year, two in the Fall term and two in the Spring term.

Section 2. Special membership meetings may be called by the President, the Executive Council, or a quorum of the membership.

Section 3. A quorum consists of one-tenth of the membership

Section 4. At least two (2) days prior to any membership meeting, the President must distribute to each member a written announcement and agenda of the meeting.

Section 5. Meeting proceedings, where not covered by this Constitution and By-laws, shall be governed by Robert's Rules of Order, Revised.

## **Article X. Finance**

Section 1. Dues shall be set by a majority vote of the members voting in a mail ballot, providing that such action has been announced and discussed at a previous membership meeting.

## **Article XI. Amendments**

Section 1. Amendments to this Constitution may be initiated by the Executive Council or by a petition of ten percent (10%) of the membership.

Section 2. A Constitutional amendment must be approved by a majority of the membership voting by mail ballot. Such a vote cannot take place until the proposed amendment has been published and distributed to all members and has been discussed at a regular membership meeting.

Section 3. The By-laws of the Peralta Federation of Teachers may be amended by a majority vote of members in attendance at a regular membership meeting or by a majority of members voting in a secret mail ballot, providing that all members have received a written statement of the amendment at least ten (10) days prior to the meeting.

## **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 of this Constitution shall be distributed to all members of the Peralta Federation of Teachers.

## **Article XIII. Adoption Procedure**

Section 1. The Executive Council shall approve a proposed draft and cause it to be submitted to the membership at least ten (10) days prior to a regular membership meeting.

Section 2. It shall be discussed at that membership meeting and be open to amendment by majority vote of members present.

Section 3. The final draft shall then be submitted to the membership for approval by mail ballot. Approval shall be by majority vote of those voting.

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## **BY-LAWS**

### **Revised October 2000**

DUES: The membership dues of the Peralta Federation of Teachers shall be 1.279% of the gross salary each month of employment for contract, accelerated, and summer session faculty, and as follows for hourly part-time faculty:

\$19.79 for each month of employment for more than 3 equated hours; \$11.47 for each month of employment at 3 equated hours or less.

The dues of each part-time faculty member shall be increased by the same percentage as any salary raise.

Dues for retirees currently working in the District receiving 100% pro rata shall be at the same rate as contract members. Dues for retirees currently working at the part-time rate shall be the same as part-time hourly faculty. Dues for Associate membership shall be five dollars (\$5) per academic year for associate members who have not paid regular membership dues during that academic year.

As provided in the AFT Constitution, the dues of each member shall be increased by an amount equal to any increase in per-capita payments that are required to be made to the American Federation of Teachers, the California Federation of Teachers, and other affiliated organizations. The provision will be effective July 1, 1993.

VOCATIONAL FACULTY: Vocational Faculty include teachers in the following list of subject areas (based on college catalogs). This list is subject to revision to reflect actual disciplines taught in vocational fields. It is the responsibility of the Vocational Committee to inform the Executive Council of any changes in this list. A current list will be kept on file in the PFT office.

~~Heating, Ventilation, and Air-~~  
~~Conditioning and Refrigeration-~~  
Apparel Design and Merchandising  
Apprenticeship  
Architectural/Engineering Technology  
Auto Body and Paint  
~~Automotive Technology-Mechanics~~

Aviation Maintenance  
Aviation Operations  
Carpentry  
Construction Technology  
Cosmetology  
Culinary Arts  
Dental Assisting  
Diesel Mechanics  
Drafting  
Electronics Technology  
Emergency Medical Technician  
| ~~Fabric Care~~  
Graphic Arts  
Machine Technology  
Materials Technology  
Nurse Assistant/Home Health Aide  
Nursing  
Photography  
Plastics  
Radiology/X-ray Technology  
Sheet Metal  
| ~~Upholstery~~  
Vocational Nursing  
Welding  
Wood Technology