
Constitution and By-Laws

**San Francisco Community
College District Federation
of Teachers**

**Local 2121
American Federation of
Teachers, AFL-CIO**



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AFT Local 2121 Constitution & By-Laws
(Revised 2018)

Preamble

We, the members of the San Francisco Community College District Federation of Teachers, believing that the Community College District of San Francisco must become a strong, flexible institution serving the varying needs of a learning society through a wide range of academic transfer programs, occupational training, developmental work, and continuing adult education, have joined together, as herein defined in this Constitution, for the purpose of exerting a collective, constructive and positive influence on the development of Community College education in San Francisco.

Article I Name

This organization shall be known as the San Francisco Community College District Federation of Teachers, Local 2121, American Federation of Teachers, AFL-CIO.

Article II Objectives

1. To promote the welfare of students and the advancement of community college education in the public interest;
2. To promote the highest standards of professional services in education;
3. To obtain for faculty their rightful voice in shaping educational policy and in establishing the conditions under which they work;
4. To promote the welfare of faculty by obtaining full and just compensation for professional services rendered;
5. To maintain for faculty the right to free collective bargaining as a necessary means for achieving the substantive aims and purposes of this organization.

Article III Affiliation

Section 1. This Union shall maintain affiliations with and, whenever possible, shall send delegates to the following organizations:

a. The American Federation of Teachers. All delegates and alternates to the national convention of the AFT shall be elected in the regular election of officers.

b. California Federation of Teachers.

1. Delegates shall be elected at least one month before the State Convention in accordance with CFT policy.

2. A part-timer shall be appointed by the President with the approval of the Executive Board to represent the Local at meetings of the CFT Part-timers Committee and participate in the Local's Part-timer Committee.

3. The President shall nominate representatives to serve on the other various statewide CFT committees.

4. The President and/or the Vice-President shall represent AFT 2121 at the CFT Community College Council.

c. San Francisco Labor Council. Delegates shall be elected in the regular election of officers.

d. California Labor Federation, AFL-CIO. Delegates shall be elected at least one month before the convention at a regular membership meeting.

Section 2. Delegates to affiliated organizations must be members in good standing of either the AFT 2121 Local or the AFT 2121 Retiree Chapter for the year prior to the election.

Article IV Membership

Section 1. Membership in this organization shall be open to all faculty of the San Francisco Community College District including all faculty currently employed by, on unpaid leave from, or retaining recall rights with City College of San Francisco. Membership shall be open to department chairs and program supervisors but not administrators. Membership in good standing in Spring semester shall include the following Summer.

Section 2. Retired Members

a. Members who were in good standing in Local 2121 at the time of retirement automatically become lifetime members of AFT National, without dues, as per the AFT National Constitution.

b. Members who were in good standing in Local 2121 at the time of retirement may join the AFT 2121 Retiree Chapter by paying retiree dues.

c. Members of the AFT 2121 Retiree Chapter retain limited membership in Local 2121, and may vote in Local 2121 elections, including leadership elections. However, they shall not vote on dues, contract ratification, or strike authorization. They may be nominated and serve as delegates to affiliated organizations, such as AFT, CFT, and the San Francisco Labor Council. They shall not be nominated or serve as General Officers, Representatives-at-Large on the Executive Board, or secretary of the Labor Council delegation.

d. Retired members who are reemployed by the District to work part-time are not eligible for special retiree dues during the period of reemployment, but resume eligibility for Local 2121 active membership during that time.

e. Retiree Chapter Members may choose to join and contribute to AFT 2121 COPE.

Section 3. No person shall be denied membership or otherwise discriminated against by Local 2121 on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender identity or expression, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, status as a military veteran, or citizenship, social, political or economic status.

Article V Dues

Section 1. Effective January 1, 2017, dues of this Federation shall be equal to 1.5% of annual District earnings plus mandated increases in required affiliation fees and insurance premiums.

Section 2. Dues may be changed only by a majority vote of all members voting in a referendum.

Section 3. Members not currently deducted for union dues may pay special dues of \$5.00 per month to be considered members in good standing. Part-time faculty will only be required to pay these special dues during the academic year.

Section 4. Any member more than three months in arrears shall not be in good standing. After notification sent by first class mail, investigation by the Membership Committee, and confirmation by the Executive Board, they shall forfeit membership.

Article VI Parliamentary Authority

The rules contained in Robert's Rules of Order (latest revision) shall govern this organization in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, By-Laws, or Rules adopted by the Union.

Article VII General Membership Meetings

Section 1. Meetings of the membership shall be held at least once a semester. In election years, the spring meeting must be held in the month of March. Additional membership meetings will be held if 25 Union members petition the Executive Board.

Section 2. The membership shall be notified two weeks in advance of the General Membership meetings. The notice shall include the agenda for the meeting.

Section 3. Special membership meetings may be called by the President on his/her own initiative, by direction of the Executive Board, by direction of the Delegate Assembly, by direction of a membership meeting or by direction of a petition signed by twenty-five members in good standing.

Section 4. Notice of special membership meetings must be initiated by the President within twenty-four hours after receiving the direction to call such a meeting. This notice and the agenda for the special meeting must be sent to the membership at least seven days prior to the meeting date.

Section 5. Twenty-five members present at any General Membership meeting or a special meeting shall constitute a quorum.

Article VIII Delegate Assembly

Section 1. There shall be a Delegate Assembly consisting of all precinct representatives and all members of the Executive Board. The Delegate Assembly shall set policy for the Union between meetings of the membership. Any decisions of the Delegate Assembly shall be subject to change by the General Membership. During collective bargaining, the Delegate Assembly shall approve the Union's initial contract proposal; vote on such resolutions as deemed appropriate by the Executive Board; and once a tentative agreement has been reached, make a recommendation on ratification.

Section 2. The Delegate Assembly shall meet on a regular basis, and at least four times a semester. Except under

emergency circumstances, the schedule, announcements and agendas of meetings shall be sent out to all union members. Official minutes will be made available when approved. The schedule of Delegate Assemblies will be set by the Executive Board. If ten delegates or 20 Union members petition the Executive Board, a special meeting will be held. The membership shall be informed of special meetings.

Section 3. The Executive Board shall have authority to draw up or modify precinct membership, with consideration to size, schedules, disciplines, departments, and/or locations. Any revision of the apportionment must be approved by majority vote of the Delegate Assembly. Faculty reassigned to non-instructional duties or on other special assignments may raise precinct assignment preference with the Executive Board. The reapportionment process may include an increase or decrease in the number of precincts and may be initiated by a majority vote of the Executive Board or of the Delegate Assembly, or by petition of five delegates or 20 Union members.

Section 4. The President of the Union shall preside over meetings of the Delegate Assembly. In the absence of the President, the Vice-President shall preside.

Section 5. The quorum for the Assembly shall be one-half of the filled Precinct representatives' seats. To determine this quorum, both Executive Board members and Precinct representative delegates present shall be counted.

Section 6. All members in good standing are eligible to be representatives of their precincts, and to vote for their precinct representatives, excluding department chairs and program directors.

Section 7. The AFT 2121 Retiree Chapter may select a Retiree Chapter Representative to act as Precinct Representative for the Retiree Chapter. The Retiree Representative shall not vote on collective bargaining, dues, or related issues, but may vote on other concerns, including those impacting retirees, such as retiree health, welfare, and pension benefits.

Section 8. Election of precinct representatives, except for the Retiree Chapter Representative, shall be by secret ballot and must take place at least once every two years. Each precinct shall elect its representative. Any appeal of the election process will be heard by the Executive Board.

Section 9. Any precinct representative vacancy, except for a vacancy in the position of the Retiree Chapter Representative, shall be filled by a member from said precinct, and who has been nominated by the President and approved by the Delegate Assembly.

Section 10. Any precinct representative, except for the Retiree Chapter Representative, may be recalled by a majority vote of those voting in a precinct. Recall election shall take place after receipt by the Executive Board of a recall petition signed by at least one-third of the members in good standing in a precinct.

Article IX Executive Board

Section 1. The Executive Board shall conduct the business of the Union between meetings of the general membership or the delegates and shall make recommendations regarding policy to the membership and the Delegate Assembly. During the summer recess, the Executive Board shall act for the membership and the Delegate Assembly.

Section 2. The Executive Board shall consist of the following members: President, Vice-President, Secretary and Treasurer.; the Labor Council Delegate-Secretary; Retiree Representative, and six or more

(Representatives-at-Large in accord with Article X; no more than three of whom may be from any one department.

Section 3. The AFT 2121 Retiree Chapter may select a Retiree Representative to the Executive Board. The Retiree Representative shall not vote except on issues directly impacting retirees such as retiree health, welfare, and pension benefits.

Section 4. Department chairpersons or program supervisors in the supervisory bargaining unit shall not serve as members of the Executive Board.

Section 5. All positions on the Executive Board, except for the Retiree Representative, shall be elected at large by the membership at the time of the general election.

Section 6. Unless otherwise ordered by the Executive Board or the President, regular Executive Board meetings shall be held at least once each month. The time and place of such meetings shall be set by the Executive Board. Special Executive Board meetings may be called by the President, or by the President at the direction of one-third of the members of the Board.

Section 7. One-half of the membership of the Executive Board shall constitute a quorum.

Article X Representatives-at-Large on the Executive Board

Section 1. Six Representatives-at-Large to the Executive Board shall be elected by the General Membership in the general election.

Section 2. If no part-timer is elected as a Representative-at-Large, the part-timer receiving the most votes shall be seated on the Executive Board as an additional Representative-at-Large.

Section 3. Vacancies for Representatives-at-Large shall be filled by a member nominated by the President and approved by the Delegate Assembly.

Section 4. Department chairpersons or program supervisors in the supervisory bargaining unit shall not serve on the Executive Board.

Article XI General Officers on the Executive Board

Section 1. General Officers

- a. The general officers of this organization shall be a President, Vice-President, Secretary and Treasurer. To be eligible to run for the offices, the candidates must have been members in good standing for at least the year prior to their nomination.
- b. All officers shall perform the customary duties and exercise the usual powers of such offices subject to direction of the Executive Board.-
- c. When the President is absent, the Vice-President shall preside over meetings. In the event of the resignation or incapacity of the President to fulfill the duties of the office, the Vice-President shall assume such duties until the next election. If the Vice-President declines to serve or is ineligible to serve under the provisions of this Constitution, a special meeting of the Delegate Assembly shall be

called to elect a member in good standing to serve as interim President until such time as an election by the General Membership can be held (either regular or special).

- d. Vacancies in any office other than President shall be filled by a member nominated by the President, recommended by the Executive Board, and confirmed by the Delegate Assembly.
- e. Department chairpersons or program supervisors in the supervisory bargaining unit shall not serve as general officers.

Section 2. The President

- a. The President shall be the chief executive officer of the organization and shall be responsible for executing the policies of the Union. The President shall sign all necessary papers and documents, shall administer all obligations, and shall be responsible for the representation of the Union whenever and wherever required.
- b. The President, or a designee, shall preside at all meetings of the membership, the Delegate Assembly and the Executive Board.
- c. The President, or a designee with the approval of the Executive Board, shall be chairperson of all negotiating and bargaining committees.
- d. The President shall appoint the chairpersons of all committees with the approval of the Executive Board, and shall have the power to remove committee chairpersons subject to the approval of the Executive Board.
- e. The President or designee shall be an ex-officio member of all committees, and chairperson delegates of the Union to the San Francisco Labor Council and conventions of the California Federation of Teachers and the American Federation of Teachers.
- f. The President shall have direct supervision of the staff and employees of the Union.
- g. The President of Local 2121, AFT, shall be empowered to request union leave from the District (San Francisco Community College District) during their term of office to serve as a local, statewide, or national Union representative.

Section 3: The Vice-President

The Vice-President shall perform such duties as the President may direct.

Section 4: The Secretary

- a. The Secretary shall be the custodian of the Union seal and shall be responsible for recording the minutes of all General Membership, Delegate Assembly, and Executive Board meetings.
- b. The Secretary shall issue all notices as directed by the membership, the Delegate Assembly, or the Executive Board and shall prepare a correspondence digest for each membership, Delegate Assembly, and Executive Board meeting.
- c. The Secretary shall maintain office files, except financial and membership files.

Section 5: The Treasurer

- a. The Treasurer shall receive all moneys from all sources, issue all receipts, deposit in the name of the Union all moneys in a bank or banks and/or in the San Francisco Federated Teachers Credit Union, make all expenditures of Union funds by checks issued jointly with the President, Vice-President or Secretary or Executive Director, pay all obligated fixed expenses provided for in the budget when and as they become regularly due, and issue checks ordered paid by members.
- b. The Treasurer shall maintain all financial records of the Local.
- c. The Treasurer shall present a financial report at each regular General Membership meeting or whenever requested by the President.
- d. The Treasurer shall be responsible for preparing all tax reports.
- e. The Treasurer shall be chairperson of the Budget Committee.

Article XII Representatives to San Francisco Labor Council

Section 1. Delegates, whose number is determined by the San Francisco Labor Council, shall be elected at large by vote of the membership, concurrently with the election of general officers.

Section 2. Members in good standing of the AFT 2121 Retiree Chapter may be nominated and elected to serve on the delegation to the San Francisco Labor Council.

Section 3. The candidate receiving the most votes shall also serve as secretary of the delegation, except for retiree delegates as per Article IV.2.c. The secretary of the delegation shall serve as a member of the AFT 2121 Executive Board.

Section 4. The President of Local 2121 shall be chairperson ex-officio of the delegation.

Section 5. The Executive Director (a paid employee of the Union) shall serve as an ex-officio member of the delegation.

Article XIII Committees

Section 1. There shall be the following Special Committees of the Union: Grievance, Budget and Membership. Members of these committees and any other committees shall be appointed by the President with the approval of the Executive Board, with the exception of the Election Committee and the Part-timer Committee.

Section 2. The Delegate Assembly shall elect a three-member Election Commission, the top vote-getter being the chair, and a fourth vote-getter being the alternate. No Executive Board member or Delegate Assembly member or candidate for these positions shall be a member of the Commission. The election will take place at a Delegate Assembly meeting in Spring semester prior to Union elections. Terms will be two years. The Commission will oversee all secret ballot elections. The Commission will determine eligibility of voters and candidates. Vacancies on the Election Commission will be filled by the Delegate Assembly.

Section 3. There shall be a standing Part-timer Committee. Membership is open to any Union members in good standing.

Article XIV Union Release Time

Faculty approved by the Executive Board for Union release time are not considered paid employees of the Union. However, AFT 2121 may also approve pay for any faculty member performing other Union work.

Article XV: Nominations and Elections for Executive Board and Officers

Section 1. All officers, Representatives-at-Large and Labor Council Delegates shall be elected biennially for a term of two years, commencing June 1.

Section 2. Presidents of AFT Local 2121 shall not succeed themselves in office more than once, but will be eligible to run for President after a break of at least one term of office.

Section 3. Any member eligible to hold office may be nominated. Prospective candidates must file a statement of intent to serve with the Secretary five days prior to the March membership meeting. Statements of purpose must be signed by five members in good standing. Forms for this purpose will be distributed to all members three weeks before the election. Additional nominations may be made from the floor of the March membership meeting.

Section 4. All candidates shall be guaranteed equal access to the membership in electioneering. Each candidate who so requests shall receive one set of mailing labels and the phone numbers and /or email addresses of all Union members except those who indicate they do not want their contact information released to candidates for Union office. It will be the responsibility of candidates receiving the above information to assure that the information is used only for Union election purposes.

Section 5. No organizational funds shall be used on behalf of any candidate or group of candidates, except for a single pre-election statement of all candidates. Paid staff members, non-elected officials, shall not take part in campaigning for any candidate.

Section 6. Regular biennial elections shall be by ballots mailed first class to the membership within six weeks following the March membership meeting. For special elections, a three-week time limit shall apply.

Section 7. Ballots shall be accepted up to at least fourteen calendar days after ballot mailing. Any member in good standing at the time of the deadline for submitting ballots is eligible to vote.

Section 8. The candidate receiving the highest number of votes for each office shall be declared elected. In the event of a tie, the newly elected Executive Board shall resolve the tie prior to the seating of any of the candidates involved in the tie.

Section 9. Results shall be announced at the latest 21 days after ballot mailing.

Section 10. Any officer or other member of the Executive Board may be recalled by two-thirds of those voting. A recall election shall be held after receipt by the Executive Board of a recall petition signed by at least one-third of the members in good standing. Signatures will be considered as qualified if not disqualified by the Membership Committee within one week and a special election shall be completed within three weeks of said qualification

Article XVI: Contract Ratification

Section 1. Following Delegate Assembly recommendation on contract ratification (see Article VIII Section 1), a ratification vote will be held.

Section 2. All members in good standing will be eligible to vote, excluding department chairs and program directors.

Article XVII Amendments

Section 1. All amendments to this Constitution must be ratified by two-thirds of those voting by secret ballot. Constitutional amendments may be proposed at a General Membership Meeting or at a Delegate Assembly at which the proposed amendments shall be a special order of business. The amendments must have been submitted in writing to the Secretary in time to permit a copy to be forwarded to each Union member at least two weeks before the meeting at which the amendment is to be proposed. Majority approval of those voting at the General Membership Meeting or the Delegate Assembly will be required before the proposed amendments can be considered for ratification by secret ballot.

Section 2. Secret ballots on constitutional amendments shall be conducted only at the time of an election for general officers, except in the event that two-thirds of those voting in a General Membership meeting or a Delegate Assembly declare an emergency. Constitutional amendments may also be proposed for ratification by petition as provided for in Article X, but unless the General Membership or the Delegate Assembly declares an emergency, the vote to ratify must take place with the vote for general officers.

Article XVIII Referendum

Proposed actions, including amendments to the Constitution and By-Laws, may be submitted to a referendum vote by order of a General Membership Meeting or a Delegate Assembly, or by a petition signed by not fewer than seventy-five members in good standing, except that in no case shall a referendum be held, the beginning or termination date of which falls between May 30th and September 1.

Article XIX Mail Ballot Resolutions

Section 1. This article shall apply only to resolutions concerning local, statewide, national, and international issues which do not directly involve U.S. labor unions or labor issues, or which do not directly involve educational issues, or which do not directly relate to Article II of this constitution.

Section 2. All resolutions fitting the above definition must be approved by 60% of those voting in a mail ballot. Such resolutions must have been submitted to the Secretary in time to permit a copy to be forwarded to each member with the announcement of the General Membership Meeting or the Delegate Assembly at which the resolution will be considered. In order for the mail ballot on the resolution to take place, a majority of those voting at the General Membership Meeting or the Delegate Assembly must vote in favor of sending the proposed resolution to the membership.

Section 3. The vote on the resolution shall consist of two possibilities: "yes" or "no." To pass, the resolution must receive "yes" votes from at least 60% of those voting by secret ballot. Ballots on such resolutions shall be conducted only at the time of an election for general officers, except in the event that two-thirds of those voting in a General Membership Meeting declare an emergency. In the case of a declared emergency, as stated above, a secret ballot shall be conducted as quickly as possible within the next

month. Should an emergency be declared for one resolution, all others waiting to be voted upon shall be sent out as well.

Article XX Adoption

Section 1. This Constitution as amended shall become effective upon ratification by the membership.

Section 2. A copy of this Constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers.